

# Proposed Budget

ASPENS I WATER & SEWER DISTRICT	
PO BOX 716 WILSON, WY 83014 307-739-9777  Teton County	<p style="text-align: right;">Budget Hearing Information</p> Location: 3485 N Pines Way, Wilson 83014 Date: 7/21/2016 Time: 4:00 - 5:00 PM  Budget Prepared by: Alicia DiMarco

**S-1 BUDGET MESSAGE** W.S. 16-4-104(d)

The 2016-2017 budget was prepared using the same financial methods that have been used in previous years. This year the District is using the Teton County tax system to generate income for capital expenditures. The Aspens I and Aspens II Water and Sewer Districts operate under a Joint Powers Board. With this arrangement, the Aspens I District pays most expenses, and the Aspens II District pays monthly fee to Aspens I. There are also several contracting entities using water and sewer services provided by the Aspens I/Aspens II Districts. Both Districts are debt free and have cash reserves to meet emergency needs if they arise. The Districts focus on maintaining the wastewater treatment plant and its related facilities in excellent condition.

## PROPOSED BUDGET SUMMARY

OVERVIEW	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-1 <b>Total Budgeted Expenditures</b>	\$911,263	\$921,618	\$1,071,907	\$1,071,907
S-2 <b>Total Principal to Pay on Debt</b>	\$0	\$0	\$0	\$0
S-3 <b>Total Change to Restricted Funds</b>	\$0	\$0	\$0	\$0
S-4 <b>Total General Fund and Forecasted Revenues</b>	\$1,496,671	\$1,640,971	\$1,803,938	\$1,803,938
S-5 <i>Amount requested from County Commissioners</i>	\$0	\$0	\$111,762	\$111,762
S-6 <b>Additional Funding Needed :</b>			<b>\$0</b>	<b>\$0</b>

REVENUE SUMMARY	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-7 <b>Operating Revenues</b>	\$1,056,862	\$1,066,735	\$1,016,420	\$1,016,420
S-8 <b>Tax levy (From the County Treasurer)</b>	\$0	\$0	\$111,762	\$111,762
S-9 <b>Government Support</b>	\$0	\$0	\$0	\$0
S-10 <b>Grants</b>	\$0	\$0	\$0	\$0
S-11 <b>Other County Support (Not from Co. Treas.)</b>	\$0	\$0	\$0	\$0
S-12 <b>Miscellaneous</b>	\$1,779	\$218	\$258	\$258
S-13 <b>Other Forecasted Revenue</b>	\$0	\$0	\$0	\$0

S-14

Total Revenue

\$1,058,641

\$1,066,953

\$1,128,440

\$1,235,443

EXPENDITURE SUMMARY		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-15	Capital Outlay	\$30,290	\$53,340	\$84,000	\$84,000
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$163,254	\$169,413	\$176,539	\$176,539
S-18	Operations	\$557,484	\$527,882	\$599,773	\$599,773
S-19	Indirect Costs	\$160,235	\$170,983	\$211,595	\$211,595
S-20	<b>Total Expenditures</b>	<b>\$911,263</b>	<b>\$921,618</b>	<b>\$1,071,907</b>	<b>\$1,071,907</b>

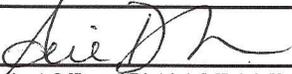
DEBT SUMMARY		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	<b>\$438,030</b>	<b>\$574,018</b>	<b>\$675,498</b>	<b>\$675,498</b>

**Summary of Reserve Funds**

S-23	<b>Beginning Balance in Reserve Accounts</b>				
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
	<b>Total Reserves (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
S-27	<b>Amount to be added</b>				
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
	<b>Total to be added (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
S-31	<b>Subtotal</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
S-32	<b>Less Total to be spent</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

End of Summary

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

Date adopted by Special District

DISTRICT ADDRESS: PO BOX 716  
 WILSON, WY 83014

PREPARED BY: Alicia DiMarco

DISTRICT PHONE: 307-739-9777

Prepared in compliance with the Uniform Municipal Fiscal Procedures Act (W.S. 16-4-101 through 124) as it applies.

Form approved by Wyoming Department of Audit, Public Funds Division

# Proposed Budget

ASPENS I WATER & SEWER DISTRICT

FYE 6/30/2017

NAME OF DISTRICT/BOARD

## PROPERTY TAXES AND ASSESSMENTS

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
R-1	<b>Property Taxes and Assessments Received</b>				
R-1.1	Tax Levy (From the County Treasurer)			\$111,762	
R-1.2	Other County Support				

## FORECASTED REVENUE

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
R-2	<b>Revenues from Other Governments</b>				
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	<b>Total Government Support</b>	\$0	\$0	\$0	
R-3	<b>Operating Revenues</b>				
R-3.1	Customer Charges	\$754,230	\$766,869	\$732,565	
R-3.2	Sales of Goods or Services	\$297,799	\$297,365	\$283,855	
R-3.3	Other Assessments	\$4,833	\$2,501		
R-3.4	<b>Total Operating Revenues</b>	\$1,056,862	\$1,066,735	\$1,016,420	
R-4	<b>Grants</b>				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies				
R-4.4	<b>Total Grants</b>	\$0	\$0	\$0	
R-5	<b>Miscellaneous Revenue</b>				
R-5.1	Interest	\$167	\$218	\$258	
R-5.2	Other: Specify <u>Asset Sales</u>	\$1,612			
R-5.3	Other: Additional				
R-5.4	<b>Total Miscellaneous</b>	\$1,779	\$218	\$258	
R-5.5	<b>Total Forecasted Revenue</b>	\$1,058,641	\$1,066,953	\$1,016,678	
R-6	<b>Other Forecasted Revenue</b>				
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	<b>Total Other Forecasted Revenue (a+b)</b>	\$0	\$0	\$0	

# Proposed Budget

ASPENS | WATER & SEWER DISTRICT

FYE 6/30/2017

NAME OF DISTRICT/BOARD

## CAPITAL OUTLAY BUDGET

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>E-1</b>	<b>Capital Outlay</b>				
E-1.1	Real Property				
E-1.2	Vehicles				
E-1.3	Office Equipment				
E-1.4	Other (Specify)				
E-1.5	Plant Automation			\$11,500	\$11,500
E-1.6	Equipment Replacement	\$30,290	\$53,340	\$72,500	\$72,500
E-1.7					
E-1.8	<b>TOTAL CAPITAL OUTLAY</b>	\$30,290	\$53,340	\$84,000	\$84,000

## ADMINISTRATION BUDGET

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>E-2</b>	<b>Personnel Services</b>				
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					
<b>E-3</b>	<b>Board Expenses</b>				
E-3.1	Travel				
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4					
E-3.5					
E-3.6					
<b>E-4</b>	<b>Contractual Services</b>				
E-4.1	Legal	\$5,525	\$7,401	\$8,000	\$8,000
E-4.2	Accounting/Auditing	\$6,000	\$6,000	\$6,500	\$6,500
E-4.3	Other (Specify)				
E-4.4	Administration	\$137,663	\$139,039	\$139,039	\$139,039
E-4.5					
E-4.6					
<b>E-5</b>	<b>Other Administrative Expenses</b>				
E-5.1	Office Supplies	\$2,224	\$1,570	\$2,000	\$2,000
E-5.2	Office equipment, rent & repair				
E-5.3	Education	\$6,938	\$7,805	\$9,600	\$9,600
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	Advertising/Dues/Postage	\$3,857	\$3,446	\$5,400	\$5,400
E-5.7	Meetings & Road Access	\$1,047	\$4,152	\$6,000	\$6,000
E-5.8					
<b>E-6</b>	<b>TOTAL ADMINISTRATION</b>	\$163,254	\$169,413	\$176,539	\$176,539

# Proposed Budget

ASPENS | WATER & SEWER DISTRICT

FYE 6/30/2017

## OPERATIONS BUDGET

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>E-7</b>	<b>Personnel Services</b>				
E-7.1	Wages--Operations	\$399,926	\$367,521	\$415,273	\$415,273
E-7.2	Service Contracts				
E-7.3	Other (Specify)				
E-7.4	_____				
E-7.5	_____				
E-7.6	_____				
<b>E-8</b>	<b>Travel</b>				
E-8.1	Mileage				
E-8.2	Other (Specify)				
E-8.3	Vehicles	\$6,808	\$6,723	\$7,200	\$7,200
E-8.4	_____				
E-8.5	_____				
<b>E-9</b>	<b>Operating supplies (List)</b>				
E-9.1	Chemicals/Lab Supplies	\$17,985	\$19,815	\$20,100	\$20,100
E-9.2	Safety/Sampling	\$2,904	\$3,650	\$10,200	\$10,200
E-9.3	Tools	\$3,198	\$3,350	\$3,000	\$3,000
E-9.4	Equipment Rental	\$1,068	\$357	\$600	\$600
E-9.5	_____				
<b>E-10</b>	<b>Program Services (List)</b>				
E-10.1	Building Maintenance	\$5,610	\$8,313	\$10,000	\$10,000
E-10.2	Sewer Repairs & Maint	\$15,811	\$20,684	\$28,400	\$28,400
E-10.3	Water Repairs & Maint	\$11,640	\$18,126	\$20,000	\$20,000
E-10.4	_____				
E-10.5	_____				
<b>E-11</b>	<b>Contractual Arrangements (List)</b>				
E-11.1	HVAC Contract	\$4,479	\$4,551	\$7,000	\$7,000
E-11.2	Engineering	\$0	\$6,446	\$1,000	\$1,000
E-11.3	_____				
E-11.4	_____				
E-11.5	_____				
<b>E-12</b>	<b>Other operations (Specify)</b>				
E-12.1	Electricity	\$47,244	\$44,289	\$50,000	\$50,000
E-12.2	Propane	\$36,478	\$19,979	\$23,000	\$23,000
E-12.3	Telephone	\$4,333	\$4,078	\$4,000	\$4,000
E-12.4	_____				
E-12.5	_____				
<b>E-13</b>	<b>TOTAL OPERATIONS</b>	<b>\$557,484</b>	<b>\$527,882</b>	<b>\$599,773</b>	<b>\$599,773</b>

# Proposed Budget

ASPENS | WATER & SEWER DISTRICT

FYE 6/30/2017

## INDIRECT COSTS BUDGET

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>E-14</b>	<b>Insurance</b>				
E-14.1	Liability	\$30,628	\$11,501	\$9,618	
E-14.2	Buildings and vehicles		\$16,859	\$16,859	
E-14.3	Equipment		\$2,333	\$6,288	
E-14.4	Other (Specify)				
E-14.5	Crime		\$290	\$290	
E-14.6	Bonds		\$999	\$1,075	
E-14.7					
<b>E-15</b>	<b>Indirect payroll costs:</b>				
E-15.1	FICA (Social Security) taxes	\$30,594	\$28,115	\$34,294	
E-15.2	Workers Compensation	\$7,453	\$10,638	\$10,221	
E-15.3	Unemployment Taxes	\$4,100	\$706	\$480	
E-15.4	Retirement	\$20,031	\$30,591	\$49,029	
E-15.5	Health Insurance	\$35,285	\$37,659	\$48,946	
E-15.6	Other (Specify)				
E-15.7	Housing Allowance	\$31,000	\$30,000	\$33,000	
E-15.8	Clothing Allowance	\$1,144	\$1,292	\$1,500	
E-15.9					
<b>E-16</b>	<b>Depreciation Expenses</b>				
<b>E-17</b>	<b>TOTAL INDIRECT COSTS</b>	<b>\$160,235</b>	<b>\$170,983</b>	<b>\$211,595</b>	<b>\$211,595</b>

## DEBT SERVICE BUDGET

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>D-1</b>	<b>Debt Service</b>				
D-1.1	Principal				
D-1.2	Interest				
D-1.3	Fees				
<b>D-2</b>	<b>TOTAL DEBT SERVICE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# Proposed Budget

ASPENS | WATER & SEWER DISTRICT

FYE 6/30/2017

NAME OF DISTRICT/BOARD

## GENERAL FUNDS

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>C-1</b>	<b>Balances at Beginning of Fiscal Year</b>				
C-1.1	General Fund Checking Account Balance	\$438,030	\$574,018	\$675,498	\$675,498
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	<b>Total Estimated Cash and Investments on Hand</b>	<b>\$438,030</b>	<b>\$574,018</b>	<b>\$675,498</b>	<b>\$675,498</b>
<b>C-2</b>	<b>General Fund Reductions:</b>				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$0	\$0	\$0	\$0
C-2.3	<b>Total Deductions (a+b)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-2.4	<b>Estimated Non-Restricted Funds Available</b>	<b>\$438,030</b>	<b>\$574,018</b>	<b>\$675,498</b>	<b>\$675,498</b>

## DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>C-3</b>					
C-3.1	Beginning Balance in Reserve Account (end of previous year)				
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	<b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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	<b>TOTAL CAPITAL OUTLAY (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-3.12	Balance to be retained in Depreciation Reserve Account	\$0	\$0	\$0	\$0

## OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>C-4</b>					
C-4.1	Beginning Balance in Reserve Account (end of previous year)				
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	<b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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	<b>TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-4.12	Balance to be retained in Other Reserve Account	\$0	\$0	\$0	\$0

## ASSIGNED FUND BALANCE (EMERGENCY RESERVE - NOT COMMITTED)

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>C-5</b>					
C-5.1	Beginning Balance in Reserve Account (end of previous year)				
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	<b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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	<b>TOTAL TO BE SPENT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>