

Proposed Budget

Aspens Pines Water & Sewer District	
Budget Hearing Information	
PO Box 716	Location: 3485 N Pines Way, Wilson WY 83014
Wilson, WY 83014	Date: 7/9/2019
307.733.9777	Time: 4:00 p.m.
Teton County	Budget Prepared by: Wade Hirschi

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

The 2019-20 budget was prepared using the same methodology as prior years. The District uses the Teton County tax system to generate revenues for a portion of its capital expenditures. This budget will also use some reserves for capital expenditures as well. The district provides water and/or sewer service to several contracting special districts outside of the District's boundaries. The District is debt-free and has been building cash balances in order to off-ste costs of future capital asset replacements. The District anticipates capital expenditures increasing in future years as plant equipment has aged and regulatory requirements have changed.

S-B RESERVE DESCRIPTION

The District does not have a formal reserve policy. However, the District has been slowly building cash balances for future capital asset replacements.

S-C

Names of Board Members	Date of End of Term
Gary Trauner	11/30/20
Rick Knori	11/30/20
Dan Brophy	11/30/22
Joan Goldfarb	11/30/22
Tom Garrity	11/30/22

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

If Yes, enter

Address of office: 80 East 1st Ave, Suite 210

City, State, Zip: Afton, WY 83110

Phone Number: 307.733.9777 x 1

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

Where are the minutes of your board meeting available for public review?
 Minutes are held by contract administrators, and are available 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 being published in the Jackson Hole News & Guide

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

PROPOSED BUDGET SUMMARY

OVERVIEW		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$1,215,444	\$1,359,247	\$1,376,147	\$1,376,147
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	\$2,444,433	\$2,438,919	\$2,583,767	\$2,583,767
S-5	Amount requested from County Commissioners	\$199,546	\$200,000	\$200,753	\$200,753
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-7	Operating Revenues	\$1,061,855	\$1,072,200	\$1,060,213	\$1,060,213
S-8	Tax levy (From the County Treasurer)	\$199,546	\$200,000	\$200,753	\$200,753
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	\$5,228	\$11,201	\$22,801	\$22,801
S-13	Other Forecasted Revenue	\$22,286	\$0	\$0	\$0

S-14	Total Revenue	\$1,288,915	\$1,283,401	\$1,283,767	\$1,283,767
FY 7/1/19-6/30/20		Aspens Pines Water & Sewer District			

EXPENDITURE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-15	Capital Outlay	\$238,753	\$250,000	\$278,000	\$278,000
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$180,737	\$189,500	\$194,260	\$194,260
S-18	Operations	\$555,218	\$662,355	\$662,301	\$662,301
S-19	Indirect Costs	\$240,737	\$257,392	\$241,586	\$241,586
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$1,215,444	\$1,359,247	\$1,376,147	\$1,376,147

DEBT SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$1,155,518	\$1,155,518	\$1,300,000	\$1,300,000

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	\$0	\$0	\$0	\$0
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$0	\$0	\$0	\$0
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	\$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

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: Wade Hirschi

DISTRICT PHONE: 307.733.9777

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

1/23/19 Form approved by Wyoming Department of Audit, Public Funds Division

Proposed Budget

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

FYE 6/30/2020 _____

PROPERTY TAXES AND ASSESSMENTS

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
R-1	Property Taxes and Assessments Received				
R-1.1	Tax Levy (From the County Treasurer)	\$199,546	\$200,000	\$200,753	\$200,753
R-1.2	Other County Support				

FORECASTED REVENUE

		2017-2018 Actual	2018-2019 Estimated	2019-2020 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	\$1,061,855	\$1,072,200	\$1,060,213	\$1,060,213
R-3.2	Sales of Goods or Services				
R-3.3	Other Assessments				
R-3.4	Total Operating Revenues	\$1,061,855	\$1,072,200	\$1,060,213	\$1,060,213
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	\$4,027	\$10,000	\$21,600	\$21,600
R-5.2	Other: Specify <u>Rent</u>	\$1,201	\$1,201	\$1,201	\$1,201
R-5.3	Other: Additional				
R-5.4	Total Miscellaneous	\$5,228	\$11,201	\$22,801	\$22,801
R-5.5	Total Forecasted Revenue	\$1,067,083	\$1,083,401	\$1,083,014	\$1,083,014
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	<u>Sale of propane tank</u>	\$10,000			
R-6.4	<u>Misc Other Income</u>	\$12,286			
R-6.5	_____				
R-6.6	Total Other Forecasted Revenue (a+b)	\$22,286	\$0	\$0	\$0

Proposed Budget

Aspens Pines Water & Sewer District

FYE 6/30/2020

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
E-1	Capital Outlay				
E-1.1	Real Property	\$106,339	\$250,000	\$278,000	\$278,000
E-1.2	Vehicles				
E-1.3	Office Equipment	\$132,414			
E-1.4	Other (Specify)				
E-1.5	_____				
E-1.6	_____				
E-1.7	_____				
E-1.8	TOTAL CAPITAL OUTLAY	\$238,753	\$250,000	\$278,000	\$278,000

ADMINISTRATION BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 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	\$8,410	\$15,000	\$15,000	\$15,000
E-4.2	Accounting/Auditing	\$13,000	\$13,000	\$14,000	\$14,000
E-4.3	Other (Specify)				
E-4.4	Administrator	\$138,459	\$138,000	\$140,760	\$140,760
E-4.5	_____				
E-4.6	_____				
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$970	\$2,000	\$2,000	\$2,000
E-5.2	Office equipment, rent & repair				
E-5.3	Education	\$8,069	\$12,000	\$12,000	\$12,000
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	Other Admin costs	\$4,600	\$4,900	\$5,900	\$5,900
E-5.7	Road access fees	\$7,229	\$4,600	\$4,600	\$4,600
E-5.8	_____				
E-6	TOTAL ADMINISTRATION	\$180,737	\$189,500	\$194,260	\$194,260

Proposed Budget

OPERATIONS BUDGET					
		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
E-7	Personnel Services				
E-7.1	Wages--Operations	\$378,946	\$408,855	\$408,801	\$408,801
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	Vehicle Expense	\$9,624	\$7,500	\$7,500	\$7,500
E-8.4	_____				
E-8.5					
E-9	Operating supplies (List)				
E-9.1	Chemicals/lab supplies	\$15,296	\$20,500	\$18,500	\$18,500
E-9.2	Safety/sampling	\$2,912	\$4,400	\$6,200	\$6,200
E-9.3	Tools	\$3,471	\$3,000	\$3,000	\$3,000
E-9.4	Equipment Rental	\$83	\$600	\$600	\$600
E-9.5					
E-10	Program Services (List)				
E-10.1	Building Maintenance	\$19,412	\$15,000	\$15,000	\$15,000
E-10.2	Sewer R&M	\$26,757	\$25,000	\$25,000	\$25,000
E-10.3	Water R&M	\$30,591	\$25,000	\$25,000	\$25,000
E-10.4	_____				
E-10.5					
E-11	Contractual Arrangements (List)				
E-11.1	HVAC Mainenance	\$3,617	\$8,500	\$8,500	\$8,500
E-11.2	Engineering	\$6,473	\$6,000	\$6,000	\$6,000
E-11.3	_____				
E-11.4	_____				
E-11.5					
E-12	Other operations (Specify)				
E-12.1	Utilities	\$56,447	\$71,000	\$71,200	\$71,200
E-12.2	Sludge Removal	\$295	\$6,000	\$6,000	\$6,000
E-12.3	Petroleum Products	\$1,294	\$1,000	\$1,000	\$1,000
E-12.4	Contingency	\$0	\$60,000	\$60,000	\$60,000
E-12.5					
E-13	TOTAL OPERATIONS	\$555,218	\$662,355	\$662,301	\$662,301

Proposed Budget

INDIRECT COSTS BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
E-14	Insurance				
E-14.1	Liability	\$10,500	\$10,500	\$10,500	\$10,500
E-14.2	Buildings and vehicles	\$18,073	\$18,500	\$18,500	\$18,500
E-14.3	Equipment	\$6,500	\$6,600	\$6,600	\$6,600
E-14.4	Other (Specify)				
E-14.5	Crime	\$300	\$300	\$300	\$300
E-14.6	Bonds	\$1,100	\$1,100	\$1,100	\$1,100
E-14.7					
E-15	Indirect payroll costs:				
E-15.1	FICA (Social Security) taxes	\$35,693	\$34,398	\$34,395	\$34,395
E-15.2	Workers Compensation	\$8,666	\$13,534	\$13,532	\$13,532
E-15.3	Unemployment Taxes	\$365	\$414	\$414	\$414
E-15.4	Retirement	\$54,985	\$59,987	\$59,652	\$59,652
E-15.5	Health Insurance	\$65,773	\$69,759	\$54,293	\$54,293
E-15.6	Other (Specify)				
E-15.7	Housing Allowance	\$37,300	\$40,800	\$40,800	\$40,800
E-15.8	Clothing Allowance	\$1,480	\$1,500	\$1,500	\$1,500
E-15.9					
E-17	TOTAL INDIRECT COSTS	\$240,737	\$257,392	\$241,586	\$241,586

DEBT SERVICE BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 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 & Sewer District
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2020 _____

GENERAL FUNDS

	End of Year	Beginning	Beginning	Pending Approval
	2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	
C-1 Balances at Beginning of Fiscal Year				
C-1.1 General Fund Checking Account Balance	\$136,639	\$136,639	\$250,000	\$250,000
C-1.2 Savings and Investments Account Balance	\$1,018,878	\$1,018,878	\$1,050,000	\$1,050,000
C-1.3 General Fund CD Balance		\$0		
C-1.4 All Other Funds		\$0		
C-1.5 Reserves (From Below)	\$0	\$0	\$0	\$0
C-1.6 Total Estimated Cash and Investments on Hand	\$1,155,518	\$1,155,518	\$1,300,000	\$1,300,000
C-2 General Fund Reductions:				
C-2.1 a. Unpaid bills at FYE	\$81,202	\$81,202	\$75,000	\$75,000
C-2.2 b. Reserves	\$0	\$0	\$0	\$0
C-2.3 Total Deductions (a+b)	\$81,202	\$81,202	\$75,000	\$75,000
C-2.4 Estimated Non-Restricted Funds Available	\$1,074,316	\$1,074,316	\$1,225,000	\$1,225,000

SINKING & DEBT SERVICE FUNDS

	2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
C-3				
C-3.1 Beginning Balance in Reserve Account (end of previous year)	\$0	\$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

RESERVES

	2017-2018 Actual	2018-2019 Estimated	2019-2020 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				
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	\$0	\$0	\$0	\$0

BOND FUNDS

	2017-2018 Actual	2018-2019 Estimated	2019-2020 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 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