

Final Budget

South Torrington Water & Sewer District	
Budget Hearing Information	
371 East 6th Avenue	Location: 371 East 6th Avenue
Torrington, WY 82240-8831	Date: June 5th, 2018
307-532-3900	Time: 6:00 PM
Goshen County	Budget Prepared by: LaDonna Feagler

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

The South Torrington Water & Sewer District is a consecutive system. The District purchases its water from the City of Torrington and pumps wastewater back to the City via our lift station.

This last year the City of Torrington has passed new ordinances concerning the District's costs of water and wastewater. The cost per household within the District will increase by a base rate of \$5.00 per month. This amount is made up of \$4.67 for water service and \$0.33 for sanitary sewer service. In addition to the base, the costs for sewer are increasing by \$0.23 per thousand gallons.

The District is aware that these higher costs could be challenge for our residents. As such, the only increases in the District's rates are to cover the above mentioned expenses. This is a pass through rate increase. South Torrington Water & Sewer District will not benefit from the rate increase.

The board members of the South Torrington Water & Sewer District will continue to save for the future. The board and employees are only stewards of the District. We are committed to ensuring that the District will have the financial means necessary to face future repairs / replacement of the water and sanitary sewer system.

S-B RESERVE DESCRIPTION

At present, the South Torrington Water & Sewer District have \$271,418.34 in five different certificate of deposits that FDIC insured. The District also has a money market account to cover larger expenditures. This allows the District's main checking account to cover all budgeted expenses.

S-C

Names of Board Members	Date of End of Term
Leticia Dominguez	11/1/18
Juanita Lira	11/1/20
Elizabeth Moore	11/1/20
Robert Ramirez	11/1/18

Does the district have regular office hours exceeding 20 hours per week?	<input type="checkbox"/> Yes
If Yes, enter	
Address of office:	371 East 6th Avenue
City, State, Zip:	Torrington, WY 82240-8831
Phone Number:	307-532-3900
Hours Open:	8:00 am to Noon Monday through Friday & by appointment

Where are the minutes of your board meeting available for public review?
 371 East 6th Avenue, Torrington, WY 82240-8831

How and where are the notices of meeting posted for the public?
 the Torrington Telegram newspaper and the District's bulletin board

Where are the public meetings held?
 371 East 6th Avenue, Torrington, WY 82240-8831

FINAL BUDGET SUMMARY

OVERVIEW		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$198,677	\$207,120	\$242,133	\$242,133
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$50,000	\$50,000	\$50,000	\$50,000
S-4	Total General Fund and Forecasted Revenues Available	\$527,972	\$526,278	\$533,719	\$533,719
S-5	Amount requested from County Commissioners	\$44,600	\$28,552	\$40,000	\$40,000
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
S-7	Operating Revenues	\$240,820	\$255,588	\$252,133	\$252,133
S-8	Tax levy (From the County Treasurer)	\$44,600	\$28,552	\$40,000	\$40,000
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	\$516	\$103	\$0	\$0
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$285,937	\$284,243	\$292,133	\$292,133
------	---------------	-----------	-----------	-----------	-----------

FY 7/1/18-6/30/19 South Torrington Water & Sewer District

EXPENDITURE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
S-15	Capital Outlay	\$2,899	\$5,357	\$0	\$0
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$61,038	\$62,855	\$71,337	\$71,337
S-18	Operations	\$127,910	\$131,706	\$162,095	\$162,095
S-19	Indirect Costs	\$6,830	\$7,202	\$8,701	\$8,701

S-20	Total Expenditures	\$198,677	\$207,120	\$242,133	\$242,133
------	--------------------	-----------	-----------	-----------	-----------

DEBT SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
S-22	TOTAL GENERAL FUNDS	\$242,035	\$242,035	\$241,586	\$241,586

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)	\$75,000	\$125,000	\$175,000	\$175,000
	Total Reserves (a+b+c)	\$75,000	\$125,000	\$175,000	\$175,000
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)	\$50,000	\$50,000	\$50,000	\$50,000
	Total to be added (a+b+c)	\$50,000	\$50,000	\$50,000	\$50,000
S-31	Subtotal	\$125,000	\$175,000	\$225,000	\$225,000
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$125,000	\$175,000	\$225,000	\$225,000

End of Summary

_____ Date adopted by Special District 6/5/2018
Budget Officer / District Official (if not same as "Submitted by")

DISTRICT ADDRESS: 371 East 6th Avenue
Torrington, WY 82240-8831

PREPARED BY: LaDonna Feagler

DISTRICT PHONE: 307-532-3900

Final Budget

South Torrington Water & Sewer District

FYE 6/30/2019

NAME OF DISTRICT/BOARD _____

PROPERTY TAXES AND ASSESSMENTS

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
R-1	Property Taxes and Assessments Received				
R-1.1	Tax Levy (From the County Treasurer)	\$44,600	\$28,552	\$40,000	\$40,000
R-1.2	Other County Support				

FORECASTED REVENUE

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final 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	\$240,820	\$255,588	\$252,133	\$252,133
R-3.2	Sales of Goods or Services				
R-3.3	Other Assessments				
R-3.4	Total Operating Revenues	\$240,820	\$255,588	\$252,133	\$252,133
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	\$516	\$103		
R-5.2	Other: Specify _____				
R-5.3	Other: Additional _____				
R-5.4	Total Miscellaneous	\$516	\$103	\$0	\$0
R-5.5	Total Forecasted Revenue	\$241,337	\$255,691	\$252,133	\$252,133
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

Final Budget

South Torrington Water & Sewer District

FYE 6/30/2019

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
E-1	Capital Outlay				
E-1.1	Real Property				
E-1.2	Vehicles				
E-1.3	Office Equipment				
E-1.4	Other (Specify)				
E-1.5	<u>Machinery & Equipment</u>	\$2,899	\$5,357		
E-1.6					
E-1.7					
E-1.8	TOTAL CAPITAL OUTLAY	\$2,899	\$5,357	\$0	\$0

ADMINISTRATION BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
E-2	Personnel Services				
E-2.1	Administrator				
E-2.2	Secretary				
E-2.3	Clerical	\$16,748	\$20,000	\$20,000	\$20,000
E-2.4	Other (Specify)				
E-2.5	<u>Temp Services</u>	\$149	\$150	\$150	\$150
E-2.6					
E-2.7					
E-3	Board Expenses				
E-3.1	Travel	\$1,032	\$863	\$1,250	\$1,250
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4	<u>Board Compensation</u>	\$1,275	\$1,325	\$1,500	\$1,500
E-3.5	<u>Bond</u>	\$600	\$550	\$600	\$600
E-3.6					
E-4	Contractual Services				
E-4.1	Legal	\$16,602	\$13,133	\$15,000	\$15,000
E-4.2	Accounting/Auditing	\$3,300	\$3,415	\$6,000	\$6,000
E-4.3	Other (Specify)				
E-4.4					
E-4.5					
E-4.6					
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$2,432	\$2,187	\$2,532	\$2,532
E-5.2	Office equipment, rent & repair	\$372	\$71	\$750	\$750
E-5.3	Education				
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	<u>*See Breakdown on Note</u>	\$8,662	\$10,100	\$10,360	\$10,360
E-5.7	<u>Utilities</u>	\$9,867	\$11,062	\$13,195	\$13,195
E-5.8					
E-6	TOTAL ADMINISTRATION	\$61,038	\$62,855	\$71,337	\$71,337

Final Budget

South Torrington Water & Sewer District

FYE 6/30/2019

OPERATIONS BUDGET					
		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
E-7	Personnel Services				
E-7.1	Wages--Operations	\$23,703	\$30,155	\$32,180	\$32,180
E-7.2	Service Contracts				
E-7.3	Other (Specify)				
E-7.4	Misc Op Personnel Exper	\$15	\$126	\$460	\$460
E-7.5					
E-7.6					
E-8	Travel				
E-8.1	Mileage	\$1,032			
E-8.2	Other (Specify)				
E-8.3	Conference Registrations	\$160	\$85	\$700	\$700
E-8.4	Training	\$385	\$385	\$500	\$500
E-8.5					
E-9	Operating supplies (List)				
E-9.1	O&M Supplies	\$3,195	\$3,920	\$4,500	\$4,500
E-9.2	Tools	\$1,181	\$627	\$750	\$750
E-9.3	Safety & Uniforms	\$264	\$1,323	\$800	\$800
E-9.4	Fuel	\$1,610	\$2,132	\$2,200	\$2,200
E-9.5					
E-10	Program Services (List)				
E-10.1	Water Sampling & Testin	\$216	\$542	\$750	\$750
E-10.2	R&M O&M Equipment	\$3,036	\$2,640	\$3,500	\$3,500
E-10.3	Water System R&M	\$8,909	\$2,453	\$5,000	\$5,000
E-10.4	Sewer System R&M	\$6,637	\$4,243	\$7,500	\$7,500
E-10.5					
E-11	Contractual Arrangements (List)				
E-11.1	Building R&M	\$660	\$1,914	\$2,000	\$2,000
E-11.2	Equipment Rental		\$550	\$600	\$600
E-11.3					
E-11.4					
E-11.5					
E-12	Other operations (Specify)				
E-12.1	Water Purchased from Torr	\$42,714	\$50,612	\$57,427	\$57,427
E-12.2	Sewer Discharged to Torr	\$34,194	\$30,000	\$43,228	\$43,228
E-12.3					
E-12.4					
E-12.5					
E-13	TOTAL OPERATIONS	\$127,910	\$131,706	\$162,095	\$162,095

Final Budget

South Torrington Water & Sewer District

FYE 6/30/2019

INDIRECT COSTS BUDGET

			2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
E-14	Insurance					
E-14.1	Liability		\$1,055	\$1,142	\$1,500	\$1,500
E-14.2	Buildings and vehicles		\$2,094	\$2,120	\$2,750	\$2,750
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	_____					
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	<u>Combined Payroll Taxes</u>		\$3,681	\$3,940	\$4,451	\$4,451
E-15.8	_____					
E-15.9						
E-16	Depreciation Expenses					
E-17	TOTAL INDIRECT COSTS		\$6,830	\$7,202	\$8,701	\$8,701

DEBT SERVICE BUDGET

			2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final 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

Final Budget

South Torrington Water & Sewer District

FYE 6/30/2019

NAME OF DISTRICT/BOARD

GENERAL FUNDS

	End of Year	Beginning	Beginning	Final Approval
	2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	
C-1 Balances at Beginning of Fiscal Year				
C-1.1 General Fund Checking Account Balance	\$38,759	\$38,759	\$63,366	\$63,366
C-1.2 Savings and Investments Account Balance	\$181,458	\$181,458	\$131,802	\$131,802
C-1.3 General Fund CD Balance	\$21,818	\$21,818	\$46,418	\$46,418
C-1.4 All Other Funds		\$0		
C-1.5 Reserves (From Below)	\$125,000	\$125,000	\$225,000	\$225,000
C-1.6 Total Estimated Cash and Investments on Hand	\$367,035	\$367,035	\$466,586	\$466,586
C-2 General Fund Reductions:				
C-2.1 a. Unpaid bills at FYE	\$682	\$682	\$23	\$23
C-2.2 b. Reserves	\$125,000	\$175,000	\$225,000	\$225,000
C-2.3 Total Deductions (a+b)	\$125,682	\$175,682	\$225,023	\$225,023
C-2.4 Estimated Non-Restricted Funds Available	\$241,354	\$191,353	\$241,563	\$241,563

DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

	2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
C-3				
C-3.1 Beginning Balance in Reserve Account (end of previous year)		\$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 to be spent from "Reserve for Capital Outlay"				
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 in Depreciation Reserve Account	\$0	\$0	\$0	\$0

OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

	2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
C-4				
C-4.1 Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
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	\$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 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 in Other Reserve Account	\$0	\$0	\$0	\$0

ASSIGNED FUND BALANCE (EMERGENCY RESERVE - NOT COMMITTED)

	2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
C-5				
C-5.1 Beginning Balance in Reserve Account (end of previous year)	\$75,000	\$125,000	\$175,000	\$175,000
C-5.2 Date of Reserve Approval in Minutes: 6/5/2018				
C-5.3 Amount to be added to the reserve	\$50,000	\$50,000	\$50,000	\$50,000
C-5.4 Date of Reserve Approval in Minutes: _____				
C-5.5 SUB-TOTAL	\$125,000	\$175,000	\$225,000	\$225,000
C-5.6 Amount to be spent from Emergency Reserve (Cash)				
C-5.7 Date of Reserve Approval in Minutes: _____				
C-5.8 Balance to be retained in Assigned Fund Balance	\$125,000	\$175,000	\$225,000	\$225,000
C-5.9 TOTAL TO BE SPENT	\$0	\$0	\$0	\$0