

# Proposed Budget

South Torrington Water & Sewer District	
Budget Hearing Information	
371 East 6th Avenue	<b>Location:</b> 371 East 6th Avenue, Torrington, WY 82240
Torrington, WY 82240-8831	<b>Date:</b> June 15th, 2021
307-532-3900	<b>Time:</b> 6:00 PM
Goshen County	<b>Budget Prepared by:</b> LaDonna Feagler

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

The board members take their responsibility of stewardship very seriously. The District does not believe in saving funds by postponing maintenance of the District's assets. Our chief operator has divided District into sections. Each section is cleaned every other year. The lift station is cleaned annually. This allows for a more consistent annual expense. Routine maintenance is not optional, it allows for the District to lengthen the life of our resources and identify areas needing further attention. The FY2022 South Torrington Water & Sewer District's proposed budget reflects the District's significant loss of revenue from Western Sugar's decision to cease production of sugar at their Torrington, Wyoming location (FY2020). The STWS is continuing to review / analyze the rate structures. The board of directors have confirmed their dedication for the need of financial reserves.

**S-B RESERVE DESCRIPTION**

The South Torrington Water & Sewer District has multiple certificates of deposits totaling \$404,765.88. There are seven (7) CDs with rotating maturity / renewal dates. All funds are FDIC insured. Due to the major change to the District's revenue structure (Western Sugar) in FY2020; the STWS has estimated a smaller amount to be added to the reserve during the FY2022. This additional reserve is consistent with the FY2020 and FY2021 addition to the reserve.

**S-C**

Names of Board Members	Date of End of Term
Juanita Lira	11/1/24
Elizabeth Moore	11/1/24
Mark Munoz	11/1/22
Robert Ramirez	11/1/22
Carolyn Rockwood	11/1/24

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

**If Yes, enter**

Address of office: 371 East 6th Avenue

City, State, Zip: Torrington, WY 82240

Phone Number: 307-532-3900

Hours Open: 8:00 AM to Noon Monday through Friday (Staff in at 7AM)

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

How and where are the notices of meeting posted for the public?  
 The Torrington Telegram newspaper, Bulletin Board in Office and Annual Flyer Mailed to All Residents

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

# PROPOSED BUDGET SUMMARY

OVERVIEW		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-1	<b>Total Budgeted Expenditures</b>	\$476,366	\$163,475	\$181,051	\$181,051
S-2	<b>Total Principal to Pay on Debt</b>	\$0	\$0	\$0	\$0
S-3	<b>Total Change to Restricted Funds</b>	\$0	\$19,250	\$32,250	\$32,250
S-4	<b>Total General Fund and Forecasted Revenues Available</b>	\$642,906	\$645,863	\$680,950	\$680,950
S-5	<i>Amount requested from County Commissioners</i>	\$38,874	\$40,000	\$40,000	\$40,000
S-6	<b>Additional Funding Needed :</b>			<b>\$0</b>	<b>\$0</b>

REVENUE SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-7	<b>Operating Revenues</b>	\$149,644	\$158,954	\$167,551	\$167,551
S-8	<b>Tax levy (From the County Treasurer)</b>	\$38,874	\$40,000	\$40,000	\$40,000
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>	\$11,911	\$4,433	\$5,750	\$5,750
S-13	<b>Other Forecasted Revenue</b>	\$0	\$0	\$0	\$0
S-14	<b>Total Revenue</b>	\$200,430	\$203,387	\$213,301	\$213,301

FY 7/1/21-6/30/22

South Torrington Water & Sewer District

EXPENDITURE SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-15	<b>Capital Outlay</b>	\$1,693	\$0	\$0	\$0
S-16	<b>Interest and Fees On Debt</b>	\$0	\$0	\$0	\$0
S-17	<b>Administration</b>	\$39,818	\$41,466	\$45,496	\$45,496
S-18	<b>Operations</b>	\$426,768	\$113,909	\$127,100	\$127,100
S-19	<b>Indirect Costs</b>	\$8,086	\$8,101	\$8,455	\$8,455
S-20R	<b>Expenditures paid by Reserves</b>	\$0	\$0	\$0	\$0
S-20	<b>Total Expenditures</b>	\$476,366	\$163,475	\$181,051	\$181,051

DEBT SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-21	<b>Principal Paid on Debt</b>	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$442,477	\$442,477	\$467,649	\$467,649

**Summary of Reserve Funds**

S-23	<b>Beginning Balance in Reserve Accounts</b>				
S-24	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-25	b. Reserves	\$185,382	\$185,382	\$204,632	\$204,632
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total Reserves (a+b+c)</b>	\$185,382	\$185,382	\$204,632	\$204,632
S-27	<b>Amount to be added</b>				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$0	\$19,250	\$32,250	\$32,250
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total to be added (a+b+c)</b>	\$0	\$19,250	\$32,250	\$32,250
S-31	<b>Subtotal</b>	\$185,382	\$204,632	\$236,882	\$236,882
S-32	<b>Less Total to be spent</b>	\$0	\$0	\$0	\$0
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	\$185,382	\$204,632	\$236,882	\$236,882

*End of Summary*

Date adopted by Special District \_\_\_\_\_

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

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

**PREPARED BY:** LaDonna Feagler

**DISTRICT PHONE:** 307-532-3900

*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

South Torrington Water & Sewer District

FYE 6/30/2022

NAME OF DISTRICT/BOARD

### PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
<b>R-1 Property Taxes and Assessments Received</b>					
R-1.1 <b>Tax Levy (From the County Treasurer)</b>	4001	\$38,874	\$40,000	\$40,000	\$40,000
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	Pending Approval
<b>R-2 Revenues from Other Governments</b>					
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 <b>Total Government Support</b>		\$0	\$0	\$0	\$0
<b>R-3 Operating Revenues</b>					
R-3.1 Customer Charges	4300	\$148,703	\$158,954	\$167,551	\$167,551
R-3.2 Sales of Goods or Services	4300	\$941			
R-3.3 Other Assessments	4503				
R-3.4 <b>Total Operating Revenues</b>		\$149,644	\$158,954	\$167,551	\$167,551
<b>R-4 Grants</b>					
R-4.1 Direct Federal Grants	4201				
R-4.2 Federal Grants thru State Agencies	4201				
R-4.3 Grants from State Agencies	4211				
R-4.4 <b>Total Grants</b>		\$0	\$0	\$0	\$0
<b>R-5 Miscellaneous Revenue</b>					
R-5.1 Interest	4501	\$9,671	\$2,985	\$4,500	\$4,500
R-5.2 Other: Specify <u>Late Fees</u>	4500	\$1,920	\$1,370	\$1,250	\$1,250
R-5.3 Other: See Additional		\$320	\$78		
R-5.4 <b>Total Miscellaneous</b>		\$11,911	\$4,433	\$5,750	\$5,750
R-5.5 <b>Total Forecasted Revenue</b>		\$161,556	\$163,387	\$173,301	\$173,301
<b>R-6 Other Forecasted Revenue</b>					
R-6.1 a. Other past due as estimated by Co. Treas.	4004				
R-6.2 b. Other forecasted revenue (specify):					
R-6.3 _____	4500				
R-6.4 _____	4500				
R-6.5 _____					
R-6.6 <b>Total Other Forecasted Revenue (a+b)</b>		\$0	\$0	\$0	\$0

# Proposed Budget

South Torrington Water & Sewer District

FYE 6/30/2022

NAME OF DISTRICT/BOARD

## CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
<b>E-1 Capital Outlay</b>					
E-1.1 Real Property	6201				
E-1.2 Vehicles	6210				
E-1.3 Office Equipment	6211				
E-1.4 Other (Specify)					
E-1.5 _____	6200				
E-1.6 _____	6200				
E-1.7 _____ see additional details		\$1,693			
E-1.8 <b>TOTAL CAPITAL OUTLAY</b>		\$1,693	\$0	\$0	\$0

## ADMINISTRATION BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
<b>E-2 Personnel Services</b>					
E-2.1 Administrator	7002				
E-2.2 Secretary	7003				
E-2.3 Clerical	7004	\$17,956	\$19,013	\$19,013	\$19,013
E-2.4 Other (Specify)					
E-2.5 Temp Services _____	7005	\$0	\$140	\$100	\$100
E-2.6 _____	7005				
E-2.7 _____					
<b>E-3 Board Expenses</b>					
E-3.1 Travel	7011				
E-3.2 Mileage	7012				
E-3.3 Other (Specify)					
E-3.4 Bond _____	7013	\$400	\$600	\$600	\$600
E-3.5 Board Compensation _____	7013	\$600	\$1,200	\$1,300	\$1,300
E-3.6 _____					
<b>E-4 Contractual Services</b>					
E-4.1 Legal	7021	\$774	\$980	\$3,000	\$3,000
E-4.2 Accounting/Auditing	7022	\$2,550	\$3,760	\$4,250	\$4,250
E-4.3 Other (Specify)					
E-4.4 _____	7023				
E-4.5 _____	7023				
E-4.6 _____					
<b>E-5 Other Administrative Expenses</b>					
E-5.1 Office Supplies	7031	\$4,764	\$2,500	\$2,800	\$2,800
E-5.2 Office equipment, rent & repair	7032	\$166	\$0	\$400	\$400
E-5.3 Education	7033				
E-5.4 Registrations	7034				
E-5.5 Other (Specify)					
E-5.6 _____	7035				
E-5.7 _____	7035				
E-5.8 _____ see additional details		\$12,608	\$13,273	\$14,033	\$14,033
<b>E-6 TOTAL ADMINISTRATION</b>		\$39,818	\$41,466	\$45,496	\$45,496

## Proposed Budget

South Torrington Water & Sewer District

FYE 6/30/2022

### OPERATIONS BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
<b>E-7</b>	<b>Personnel Services</b>				
E-7.1	Wages--Operations	\$35,003	\$22,455	\$30,000	\$30,000
E-7.2	Service Contracts				
E-7.3	Other (Specify)				
E-7.4	Operations	\$0	\$60	\$60	\$60
E-7.5	Misc Op Personnel Exp	\$60	\$316	\$200	\$200
E-7.6					
<b>E-8</b>	<b>Travel</b>				
E-8.1	Mileage	\$99	\$781	\$1,000	\$1,000
E-8.2	Other (Specify)				
E-8.3	Conference Registrations	\$395	\$693	\$700	\$700
E-8.4	Training	\$693	\$62	\$600	\$600
E-8.5					
<b>E-9</b>	<b>Operating supplies (List)</b>				
E-9.1	O&M Supplies	\$2,617	\$1,942	\$3,250	\$3,250
E-9.2	Tools	\$637	\$940	\$750	\$750
E-9.3	Safety & Uniforms	\$721	\$223	\$800	\$800
E-9.4	Fuel	\$2,093	\$1,273	\$2,500	\$2,500
E-9.5					
<b>E-10</b>	<b>Program Services (List)</b>				
E-10.1	Water Sampling & Testing	\$240	\$542	\$750	\$750
E-10.2	R&M O&M Equipment	\$652	\$994	\$1,750	\$1,750
E-10.3	Water System R&M	\$2,051	\$2,500	\$2,500	\$2,500
E-10.4	Sewer System R&M	\$5,891	\$5,000	\$5,000	\$5,000
E-10.5					
<b>E-11</b>	<b>Contractual Arrangements (List)</b>				
E-11.1	Building R&M	\$629	\$639	\$1,000	\$1,000
E-11.2	Equipment Rental	\$45	\$500	\$500	\$500
E-11.3					
E-11.4					
E-11.5					
<b>E-12</b>	<b>Other operations (Specify)</b>				
E-12.1	Water Purchased from Torrington	\$39,045	\$39,373	\$39,826	\$39,826
E-12.2	Sewer Discharged to Torrington	\$24,677	\$25,366	\$25,664	\$25,664
E-12.3	Utilities: Electricity	\$3,619	\$3,750	\$3,750	\$3,750
E-12.4	Utilities: Telephone	\$6,324	\$6,500	\$6,500	\$6,500
E-12.5	see additional details	\$301,278			
<b>E-13</b>	<b>TOTAL OPERATIONS</b>	<b>\$426,768</b>	<b>\$113,909</b>	<b>\$127,100</b>	<b>\$127,100</b>

## Proposed Budget

South Torrington Water & Sewer District

FYE 6/30/2022

### INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
<b>E-14 Insurance</b>					
E-14.1 Liability	7502	\$1,243	\$938	\$1,500	\$1,500
E-14.2 Buildings and vehicles	7503	\$2,331	\$2,454	\$2,750	\$2,750
E-14.3 Equipment	7504				
E-14.4 Other (Specify)					
E-14.5 _____	7505				
E-14.6 _____	7505				
E-14.7 _____					
<b>E-15 Indirect payroll costs:</b>					
E-15.1 FICA (Social Security) taxes	7511				
E-15.2 Workers Compensation	7512				
E-15.3 Unemployment Taxes	7513				
E-15.4 Retirement	7514				
E-15.5 Health Insurance	7515				
E-15.6 Other (Specify)					
E-15.7 Combined Payroll Taxes	7516	\$4,512	\$4,709	\$4,205	\$4,205
E-15.8 _____	7516				
E-15.9 _____					
<b>E-17 TOTAL INDIRECT COSTS</b>		<b>\$8,086</b>	<b>\$8,101</b>	<b>\$8,455</b>	<b>\$8,455</b>

### DEBT SERVICE BUDGET

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

# Proposed Budget

South Torrington Water & Sewer District

FYE 6/30/2022

NAME OF DISTRICT/BOARD

## GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
C-1	Balances at Beginning of Fiscal Year	DOA Chart of Accounts			
C-1.1	General Fund Checking	1010	\$83,476	\$83,476	\$105,998
C-1.2	Savings and Investments	1040		\$0	
C-1.3	General Fund CD Balance	1050	\$349,915	\$349,915	\$352,766
C-1.4	All Other Funds	1020	\$9,085	\$9,085	\$8,885
C-1.5	Reserves (From Below)		\$185,382	\$185,382	\$236,882
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>		\$627,858	\$627,858	\$704,531

C-2	General Fund Reductions:	DOA Chart of Accounts			
C-2.1	a. Unpaid bills at FYE	2010			
C-2.2	b. Reserves		\$185,382	\$204,632	\$236,882
C-2.3	<b>Total Deductions (a+b)</b>		\$185,382	\$204,632	\$236,882
C-2.4	<b>Estimated Non-Restricted Funds Available</b>		\$442,477	\$423,227	\$467,649

DOA Chart of Accounts
1070

## SINKING & DEBT SERVICE FUNDS

C-3		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
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	<b>SUB-TOTAL</b>	\$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	<b>TOTAL CAPITAL OUTLAY (a+b+c)</b>	\$0	\$0	\$0	\$0
C-3.12	Balance to be retained	\$0	\$0	\$0	\$0

DOA Chart of Accounts
1090

## RESERVES

C-4		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$185,382	\$185,382	\$204,632	\$204,632
C-4.2	Date of Reserve Approval in Minutes:				
C-4.3	Amount to be added to the reserve		\$19,250	\$32,250	\$32,250
C-4.4	Date of Reserve Approval in Minutes:				
C-4.5	<b>SUB-TOTAL</b>	\$185,382	\$204,632	\$236,882	\$236,882
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	<b>TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained	\$185,382	\$204,632	\$236,882	\$236,882



<b>BOND FUNDS</b>	<b>1060</b>	
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		2019-2020 Actual	2020-2021 Estimated	2021-2022 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