

## Proposed Budget

West Highway Water & Sewer District	
Budget Hearing Information	
PO Box 1313	Location: 241 E. 21st Avenue
Torrington, WY 82240	Date: 7/6/2022
307-532-8424	Time: 5:00 p.m.
Goshen County	Budget Prepared by: Carl Rupp

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

The age and condition of the sewer lines of the West Highway Water & Sewer District require continuous maintenance and upgrading. The Board of Directors must maintain reserve funds to meet these requirements. The cost of major repairs to one line could be in excess of \$1,000,000. For the fiscal year ending June 30, 2023, the Board of Directors estimates they will maintain approximately \$781,000 in reserve for future and unplanned maintenance. The District also carries approximately \$180,000 in their general operating account. The Board requests the maximum 8 mills levied for the coming fiscal year

**S-B RESERVE DESCRIPTION**

Reserves are held in certificates of deposit in local community banks.

**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
Jerry Canaday	12/31/22	If Yes, enter Address of office: Weisshaar & Associates, LLC - 241 E 21st Avenue City, State, Zip: Torrington, WY 82240 Phone Number: 307-532-8424 Hours Open: M-Thurs 8-4
Carl Rupp	12/31/24	
Thomas Feeser	12/31/24	
Mary Viktorin	12/31/24	
Craig Eddington	12/31/22	

Where are the minutes of your board meeting available for public review?  
 241 E. 21st Avenue, Torrington, WY 82240

How and where are the notices of meeting posted for the public?  
 Regular meeting times are on the bottom of each monthly bill. Special meetings are published in the local newspaper.

Where are the public meetings held?  
 241 E. 21st Avenue, Torrington, WY 82240

## PROPOSED BUDGET SUMMARY

OVERVIEW		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
S-1	<b>Total Budgeted Expenditures</b>	\$70,019	\$78,150	\$240,400	\$240,400
S-2	<b>Total Principal to Pay on Debt</b>	\$0	\$0	\$0	\$0
S-3	<b>Total Change to Restricted Funds</b>	\$0	\$5,212	\$0	\$0
S-4	<b>Total General Fund and Forecasted Revenues Available</b>	\$279,399	\$266,320	\$298,358	\$298,358
S-5	<i>Amount requested from County Commissioners</i>	\$42,897	\$36,615	\$35,000	\$35,000
S-6	<b>Additional Funding Needed :</b>			<b>\$0</b>	<b>\$0</b>

REVENUE SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
S-7	<b>Operating Revenues</b>	\$124,878	\$124,441	\$137,800	\$137,800
S-8	<b>Tax levy (From the County Treasurer)</b>	\$42,897	\$36,615	\$35,000	\$35,000
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>	\$11,493	\$5,133	\$5,100	\$5,100
S-13	<b>Other Forecasted Revenue</b>	\$0	\$0	\$0	\$0

S-14 **Total Revenue** \$179,268      \$166,189      \$177,900      \$177,900

FY 7/1/22-6/30/23 West Highway Water & Sewer District

EXPENDITURE SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
S-15	<b>Capital Outlay</b>	\$0	\$0	\$80,000	\$80,000
S-16	<b>Interest and Fees On Debt</b>	\$0	\$0	\$0	\$0
S-17	<b>Administration</b>	\$25,100	\$24,181	\$37,900	\$37,900
S-18	<b>Operations</b>	\$43,219	\$52,269	\$120,000	\$120,000
S-19	<b>Indirect Costs</b>	\$1,700	\$1,700	\$2,500	\$2,500
S-20R	<b>Expenditures paid by Reserves</b>	\$0	\$0	\$0	\$0
S-20	<b>Total Expenditures</b>	\$70,019	\$78,150	\$240,400	\$240,400

DEBT SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
S-21	<b>Principal Paid on Debt</b>	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$100,131	\$100,131	\$120,458	\$120,458

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	\$775,788	\$775,788	\$781,000	\$781,000
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total Reserves (a+b+c)</b>	<b>\$775,788</b>	<b>\$775,788</b>	<b>\$781,000</b>	<b>\$781,000</b>
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	\$5,212	\$0	\$0
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total to be added (a+b+c)</b>	<b>\$0</b>	<b>\$5,212</b>	<b>\$0</b>	<b>\$0</b>
S-31	<b>Subtotal</b>	<b>\$775,788</b>	<b>\$781,000</b>	<b>\$781,000</b>	<b>\$781,000</b>
S-32	<b>Less Total to be spent</b>	\$0	\$0	\$0	\$0
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	<b>\$775,788</b>	<b>\$781,000</b>	<b>\$781,000</b>	<b>\$781,000</b>

*End of Summary*

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

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

**DISTRICT ADDRESS:** PO Box 1313  
Torrington, WY 82240

**DISTRICT PHONE:** 307-532-8424

**PREPARED BY:** Carl Rupp

# Proposed Budget

West Highway Water & Sewer District

FYE 6/30/2023

**NAME OF DISTRICT/BOARD** \_\_\_\_\_

<b>PROPERTY TAXES AND ASSESSMENTS</b>
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	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
<b>R-1 Property Taxes and Assessments Received</b>					
R-1.1 <b>Tax Levy (From the County Treasurer)</b>	4001	\$42,897	\$36,615	\$35,000	\$35,000
R-1.2 Other County Support (see note on the right)	4005				

<b>FORECASTED REVENUE</b>
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	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 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	\$123,655	\$122,497	\$136,000	\$136,000
R-3.2 Sales of Goods or Services	4300				
R-3.3 Other Assessments	4503	\$1,223	\$1,944	\$1,800	\$1,800
R-3.4 <b>Total Operating Revenues</b>		\$124,878	\$124,441	\$137,800	\$137,800
<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	\$11,376	\$4,900	\$5,000	\$5,000
R-5.2 Other: Specify <u>Refunds/Reimbursements</u>	4500	\$117	\$233	\$100	\$100
R-5.3 Other: Additional _____					
R-5.4 <b>Total Miscellaneous</b>		\$11,493	\$5,133	\$5,100	\$5,100
R-5.5 <b>Total Forecasted Revenue</b>		\$136,371	\$129,574	\$142,900	\$142,900
<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

West Highway Water & Sewer District  
 NAME OF DISTRICT/BOARD

FYE 6/30/2023

## CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
<b>E-1</b>	<b>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	Sewer Equipment	6200		\$30,000	\$30,000
E-1.6	Sewer Lines/Laterals	6200		\$50,000	\$50,000
E-1.7					
E-1.8	<b>TOTAL CAPITAL OUTLAY</b>		\$0	\$80,000	\$80,000

## ADMINISTRATION BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
<b>E-2</b>	<b>Personnel Services</b>				
E-2.1	Administrator	7002			
E-2.2	Secretary	7003			
E-2.3	Clerical	7004			
E-2.4	Other (Specify)				
E-2.5		7005			
E-2.6		7005			
E-2.7					
<b>E-3</b>	<b>Board Expenses</b>				
E-3.1	Travel	7011			
E-3.2	Mileage	7012			
E-3.3	Other (Specify)				
E-3.4	Stipend	7013	\$2,600	\$3,200	\$3,500
E-3.5	Legal Notices	7013	\$233	\$153	\$500
E-3.6					
<b>E-4</b>	<b>Contractual Services</b>				
E-4.1	Legal	7021	\$3,965	\$2,452	\$10,000
E-4.2	Accounting/Auditing	7022	\$16,185	\$16,715	\$17,000
E-4.3	Other (Specify)				
E-4.4	Engineering	7023		\$3,000	\$3,000
E-4.5		7023			
E-4.6					
<b>E-5</b>	<b>Other Administrative Expenses</b>				
E-5.1	Office Supplies	7031	\$1,795	\$1,392	\$2,500
E-5.2	Office equipment, rent & repair	7032			
E-5.3	Education	7033			
E-5.4	Registrations	7034			
E-5.5	Other (Specify)				
E-5.6	Collection Expense	7035	\$322	\$269	\$400
E-5.7	Miscellaneous Administrative	7035		\$1,000	\$1,000
E-5.8					
<b>E-6</b>	<b>TOTAL ADMINISTRATION</b>		\$25,100	\$24,181	\$37,900

# Proposed Budget

West Highway Water & Sewer District

FYE 6/30/2023

## OPERATIONS BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval	
<b>E-7</b>	<b>Personnel Services</b>					
E-7.1	Wages--Operations	7202				
E-7.2	Service Contracts	7203				
E-7.3	Other (Specify)					
E-7.4	_____	7204				
E-7.5	_____	7204				
E-7.6	_____					
<b>E-8</b>	<b>Travel</b>					
E-8.1	Mileage	7211				
E-8.2	Other (Specify)					
E-8.3	_____	7212				
E-8.4	_____	7212				
E-8.5	_____					
<b>E-9</b>	<b>Operating supplies (List)</b>					
E-9.1	Repairs	7220	\$701	\$6,748	\$25,000	\$25,000
E-9.2	_____	7220				
E-9.3	_____	7220				
E-9.4	_____	7220				
E-9.5	_____					
<b>E-10</b>	<b>Program Services (List)</b>					
E-10.1	Supervision - DEQ Operator	7230	\$7,800	\$7,800	\$8,000	\$8,000
E-10.2	_____	7230				
E-10.3	_____	7230				
E-10.4	_____	7230				
E-10.5	_____					
<b>E-11</b>	<b>Contractual Arrangements (List)</b>					
E-11.1	City Disposal Fees	7400	\$31,721	\$34,658	\$38,000	\$38,000
E-11.2	Sewer Line Cleaning & Video	7400	\$0	\$0	\$40,000	\$40,000
E-11.3	Security Monitoring	7400	\$1,448	\$1,390	\$2,000	\$2,000
E-11.4	_____	7400				
E-11.5	_____					
<b>E-12</b>	<b>Other operations (Specify)</b>					
E-12.1	Telephone & Utilities	7450	\$1,549	\$1,673	\$2,000	\$2,000
E-12.2	Other Operations	7450			\$5,000	\$5,000
E-12.3	_____	7450				
E-12.4	_____	7450				
E-12.5	_____					
<b>E-13</b>	<b>TOTAL OPERATIONS</b>		\$43,219	\$52,269	\$120,000	\$120,000

# Proposed Budget

West Highway Water & Sewer District

FYE 6/30/2023

## INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
<b>E-14 Insurance</b>					
E-14.1 Liability	7502	\$1,700	\$1,700	\$2,500	\$2,500
E-14.2 Buildings and vehicles	7503				
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 _____	7516				
E-15.8 _____	7516				
E-15.9 _____					
<b>E-17 TOTAL INDIRECT COSTS</b>		\$1,700	\$1,700	\$2,500	\$2,500

## DEBT SERVICE BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 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>		\$0	\$0	\$0	\$0

# Proposed Budget

West Highway Water & Sewer District  
**NAME OF DISTRICT/BOARD** \_\_\_\_\_

FYE 6/30/2023

<b>GENERAL FUNDS</b>				
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		End of Year	Beginning	Beginning		
		2020-2021	2021-2022	2022-2023	Pending	
		Actual	Estimated	Proposed	Approval	
C-1	Balances at Beginning of Fiscal Year	DOA Chart of Accounts				
C-1.1	General Fund Checking	1010	\$100,131	\$100,131	\$120,458	\$120,458
C-1.2	Savings and Investments	1040		\$0		
C-1.3	General Fund CD Balance	1050		\$0		
C-1.4	All Other Funds	1020		\$0		
C-1.5	Reserves (From Below)		\$775,788	\$775,788	\$781,000	\$781,000
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>		\$875,919	\$875,919	\$901,458	\$901,458

C-2	General Fund Reductions:	2010			
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves		\$775,788	\$781,000	\$781,000
C-2.3	<b>Total Deductions (a+b)</b>		\$775,788	\$781,000	\$781,000
C-2.4	<b>Estimated Non-Restricted Funds Available</b>		\$100,131	\$94,919	\$120,458

	<b>DOA Chart of Accounts</b>	
<b>SINKING &amp; DEBT SERVICE FUNDS</b>	1070	

C-3		2020-2021	2021-2022	2022-2023	Pending
		Actual	Estimated	Proposed	Approval
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	<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	<i>Date of Reserve Approval in Minutes:</i> _____				
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

<b>RESERVES</b>	1090	
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C-4		2020-2021	2021-2022	2022-2023	Pending
		Actual	Estimated	Proposed	Approval
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$775,788	\$775,788	\$781,000	\$781,000
C-4.2	<i>Date of Reserve Approval in Minutes:</i> 4-May-22				
C-4.3	Amount to be added to the reserve		\$5,212		
C-4.4	<i>Date of Reserve Approval in Minutes:</i> 4-May-22				
C-4.5	<b>SUB-TOTAL</b>	\$775,788	\$781,000	\$781,000	\$781,000
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	<b>TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained	\$775,788	\$781,000	\$781,000	\$781,000

<b>BOND FUNDS</b>	1060	
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C-5		2020-2021	2021-2022	2022-2023	Pending
		Actual	Estimated	Proposed	Approval
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	<b>SUB-TOTAL</b>	\$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	<b>TOTAL TO BE SPENT</b>	\$0	\$0	\$0	\$0