

Proposed Budget

South Torrington Water & Sewer District	
Budget Hearing Information	
371 East 6th Avenue	Location: 371 East 6th Avenue, Torrington, WY 82240
Torrington, WY 82240-8831	Date: June 8th, 2022
307-532-3900	Time: 6:00 PM
Goshen County	Budget Prepared by: LaDonna Feagler

S-A	BUDGET MESSAGE	W.S. 16-12-403 (c)
	<p>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 STWS is continuing to review / analyze the rate structures. The board of directors have confirmed their dedication for the need of financial reserves.</p>	

S-B	RESERVE DESCRIPTION
	<p>The South Torrington Water & Sewer District has multiple certificates of deposits totaling \$409,534.97. 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 FY2023. This additional reserve is consistent with the FY2020, FY2021 and FY2022 addition to the reserve.</p>

S-C		Does the district have regular office hours exceeding 20 hours per week?
Names of Board Members	Date of End of Term	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Juanita Lira	11/1/24	<p>If Yes, enter</p> <p>Address of office: 371 East 6th Avenue</p> <p>City, State, Zip: Torrington, WY 82240</p> <p>Phone Number: 307-532-3900</p> <p>Hours Open: 8:00 AM to Noon Monday through Friday (Staff in at 7AM)</p>
Elizabeth Moore	11/1/24	
Mark Munoz	11/1/22	
Robert Ramirez	11/1/22	
Carolyn Rockwood	11/1/24	

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		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$467,821	\$471,781	\$181,051	\$181,051
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	\$111	\$0	\$0
S-4	Total General Fund and Forecasted Revenues Available	\$659,570	\$659,912	\$681,782	\$681,782
S-5	<i>Amount requested from County Commissioners</i>	\$33,996	\$40,000	\$40,000	\$40,000
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
S-7	Operating Revenues	\$171,487	\$167,551	\$167,551	\$167,551
S-8	Tax levy (From the County Treasurer)	\$33,996	\$40,000	\$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	\$7,476	\$5,750	\$5,750	\$5,750
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$212,959	\$213,301	\$213,301	\$213,301
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FY 7/1/22-6/30/23

South Torrington Water & Sewer District

EXPENDITURE SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
S-15	Capital Outlay	\$0	\$0	\$0	\$0
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$41,580	\$38,388	\$45,496	\$45,496
S-18	Operations	\$419,340	\$425,779	\$127,100	\$127,100
S-19	Indirect Costs	\$6,901	\$7,615	\$8,455	\$8,455
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$467,821	\$471,781	\$181,051	\$181,051

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

CASH AND INVESTMENTS		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$446,611	\$446,611	\$468,481	\$468,481
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	\$185,538	\$185,538	\$185,649	\$185,649
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$185,538	\$185,538	\$185,649	\$185,649
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$0	\$111	\$0	\$0
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$0	\$111	\$0	\$0
S-31	Subtotal	\$185,538	\$185,649	\$185,649	\$185,649
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$185,538	\$185,649	\$185,649	\$185,649

End of Summary

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

Date adopted by Special District _____

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

PREPARED BY: LaDonna Feagler

DISTRICT PHONE: 307-532-3900

Proposed Budget

South Torrington Water & Sewer District

FYE 6/30/2023

NAME OF DISTRICT/BOARD

PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
R-1 Property Taxes and Assessments Received					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$33,996	\$40,000	\$40,000	\$40,000
R-1.2 Other County Support (see note on the right)	4005				

FORECASTED REVENUE

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
R-2 Revenues from Other Governments					
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 Total Government Support		\$0	\$0	\$0	\$0
R-3 Operating Revenues					
R-3.1 Customer Charges	4300	\$171,487	\$167,551	\$167,551	\$167,551
R-3.2 Sales of Goods or Services	4300				
R-3.3 Other Assessments	4503				
R-3.4 Total Operating Revenues		\$171,487	\$167,551	\$167,551	\$167,551
R-4 Grants					
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 Total Grants		\$0	\$0	\$0	\$0
R-5 Miscellaneous Revenue					
R-5.1 Interest	4501	\$5,935	\$4,500	\$4,500	\$4,500
R-5.2 Other: Specify <u>Late Fees</u>	4500	\$1,413	\$1,250	\$1,250	\$1,250
R-5.3 Other: See Additior <u>See Additional Details</u>		\$128			
R-5.4 Total Miscellaneous		\$7,476	\$5,750	\$5,750	\$5,750
R-5.5 Total Forecasted Revenue		\$178,963	\$173,301	\$173,301	\$173,301
R-6 Other Forecasted Revenue					
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 Total Other Forecasted Revenue (a+b)		\$0	\$0	\$0	\$0

Proposed Budget

South Torrington Water & Sewer District

FYE 6/30/2023

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
E-1	Capital Outlay				
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	_____				
E-1.8	TOTAL CAPITAL OUTLAY		\$0	\$0	\$0

ADMINISTRATION BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
E-2	Personnel Services				
E-2.1	Administrator	7002			
E-2.2	Secretary	7003			
E-2.3	Clerical	7004	\$19,090	\$19,013	\$19,013
E-2.4	Other (Specify)				
E-2.5	Temp Services	7005	\$140	\$0	\$100
E-2.6	_____	7005			
E-2.7	_____				
E-3	Board Expenses				
E-3.1	Travel	7011			
E-3.2	Mileage	7012			
E-3.3	Other (Specify)				
E-3.4	Bond	7013	\$600	\$600	\$600
E-3.5	Board Compensation	7013	\$1,150	\$1,300	\$1,300
E-3.6	_____				
E-4	Contractual Services				
E-4.1	Legal	7021	\$980	\$0	\$3,000
E-4.2	Accounting/Auditing	7022	\$3,760	\$1,175	\$4,250
E-4.3	Other (Specify)				
E-4.4	_____	7023			
E-4.5	_____	7023			
E-4.6	_____				
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	7031	\$2,393	\$2,341	\$2,800
E-5.2	Office equipment, rent & repair	7032	\$0	\$774	\$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		\$13,467	\$13,184	\$14,033
E-6	TOTAL ADMINISTRATION		\$41,580	\$38,388	\$45,496

Proposed Budget

South Torrington Water & Sewer District

FYE 6/30/2023

OPERATIONS BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Pending Approval
E-7	Personnel Services				
E-7.1	Wages--Operations	7202 \$22,936	\$30,000	\$30,000	\$30,000
E-7.2	Service Contracts	7203			
E-7.3	Other (Specify)				
E-7.4	Operations	7204 \$0		\$60	\$60
E-7.5	Misc Op Personnel Expense	7204 \$316	\$203	\$200	\$200
E-7.6					
E-8	Travel				
E-8.1	Mileage	7211 \$781	\$1,608	\$1,000	\$1,000
E-8.2	Other (Specify)				
E-8.3	Conference Registrations	7212 \$693		\$700	\$700
E-8.4	Training	7212 \$62	\$395	\$600	\$600
E-8.5					
E-9	Operating supplies (List)				
E-9.1	O&M Supplies	7220 \$3,877	\$2,352	\$3,250	\$3,250
E-9.2	Tools	7220 \$1,176	\$713	\$750	\$750
E-9.3	Safety & Uniforms	7220 \$509	\$692	\$800	\$800
E-9.4	Fuel	7220 \$1,556	\$2,336	\$2,500	\$2,500
E-9.5					
E-10	Program Services (List)				
E-10.1	Water Sampling & Testing	7230 \$562	\$571	\$750	\$750
E-10.2	R&M O&M Equipment	7230 \$1,136	\$2,355	\$1,750	\$1,750
E-10.3	Water System R&M	7230 \$1,720	\$2,500	\$2,500	\$2,500
E-10.4	Sewer System R&M	7230 \$6,000	\$5,000	\$5,000	\$5,000
E-10.5					
E-11	Contractual Arrangements (List)				
E-11.1	Building R&M	7400 \$694	\$800	\$1,000	\$1,000
E-11.2	Equipment Rental	7400 \$25	\$0	\$500	\$500
E-11.3		7400			
E-11.4		7400			
E-11.5					
E-12	Other operations (Specify)				
E-12.1	Water Purchased from Torrington	7450 \$43,231	\$39,826	\$39,826	\$39,826
E-12.2	Sewer Discharged to Torrington	7450 \$23,689	\$25,664	\$25,664	\$25,664
E-12.3	Utilities: Electricity	7450 \$3,692	\$3,750	\$3,750	\$3,750
E-12.4	Utilities: Telephone	7450 \$6,171	\$6,500	\$6,500	\$6,500
E-12.5	see additional details		\$300,514		
E-13	TOTAL OPERATIONS		\$419,340	\$425,779	\$127,100

Proposed Budget

South Torrington 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
E-14	Insurance				
E-14.1	Liability	\$938	\$840	\$1,500	\$1,500
E-14.2	Buildings and vehicles	\$2,454	\$2,570	\$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	Combined Payroll Taxes	\$3,509	\$4,205	\$4,205	\$4,205
E-15.8	_____				
E-15.9	_____				
E-17	TOTAL INDIRECT COSTS	\$6,901	\$7,615	\$8,455	\$8,455

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 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

South Torrington Water & Sewer District

FYE 6/30/2023

NAME OF DISTRICT/BOARD

GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2020-2021	2021-2022	2022-2023	Pending
		Actual	Estimated	Proposed	Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking	\$81,882	\$81,882	\$101,236	\$101,236
C-1.2	Savings and Investments		\$0		
C-1.3	General Fund CD Balance	\$355,694	\$355,694	\$357,535	\$357,535
C-1.4	All Other Funds	\$9,035	\$9,035	\$9,710	\$9,710
C-1.5	Reserves (From Below)	\$185,538	\$185,538	\$185,649	\$185,649
C-1.6	Total Estimated Cash and Investments on Hand	\$632,149	\$632,149	\$654,130	\$654,130
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$185,538	\$185,649	\$185,649	\$185,649
C-2.3	Total Deductions (a+b)	\$185,538	\$185,649	\$185,649	\$185,649
C-2.4	Estimated Non-Restricted Funds Available	\$446,611	\$446,500	\$468,481	\$468,481

		DOA Chart of Accounts
SINKING & DEBT SERVICE FUNDS		1070

		2020-2021	2021-2022	2022-2023	Pending
		Actual	Estimated	Proposed	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 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	TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-3.12	Balance to be retained	\$0	\$0	\$0	\$0

		DOA Chart of Accounts
RESERVES		1090

		2020-2021	2021-2022	2022-2023	Pending
		Actual	Estimated	Proposed	Approval
C-4					
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$185,538	\$185,538	\$185,649	\$185,649
C-4.2	Date of Reserve Approval in Minutes: <i>Interest Income</i>				
C-4.3	Amount to be added to the reserve		\$111		
C-4.4	Date of Reserve Approval in Minutes: _____				
C-4.5	SUB-TOTAL	\$185,538	\$185,649	\$185,649	\$185,649
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	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained	\$185,538	\$185,649	\$185,649	\$185,649

		DOA Chart of Accounts
BOND FUNDS		1060

		2020-2021	2021-2022	2022-2023	Pending
		Actual	Estimated	Proposed	Approval
C-5					
C-5.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-5.2	Date of Reserve Approval in Minutes: _____				
C-5.3	Amount to be added to the reserve				
C-5.4	Date of Reserve Approval in Minutes: _____				
C-5.5	SUB-TOTAL	\$0	\$0	\$0	\$0
C-5.6	Identify the amount and project to be spent				
C-5.7	Date of Reserve Approval in Minutes: _____				
C-5.8	Balance to be retained	\$0	\$0	\$0	\$0
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0