

## Proposed Budget

Hawk Springs Water & Sewer District	
Budget Hearing Information	
PO Box 84	Location: Hawk Springs Community Building
Hawk Springs, WY 82217	Date: 7/11/2023
307-575-1511	Time: 7:00 p.m.
Goshen County	Budget Prepared by: Tim Toedter

**S-A BUDGET MESSAGE** W.S. 16-12-403 (c)

The Hawk Springs Water & Sewer District has an emergency reserve balance of approximately \$50,000 and operating cash balance of approximately \$15,000. The emergency and operating cash carryforward are to be used for unexpected expenses such as equipment purchase, line repairs and possible lagoon restoration. This is a new system and the Board expects to begin building a reserve for future repairs which can be very expensive. The Board requests the maximum 8 mills levied for the fiscal year ending June 30, 2024.

**S-B RESERVE DESCRIPTION**

The emergency reserve is currently held in a savings account in a local bank.

**S-C**

Names of Board Members	Date of End of Term	
Tim Toedter	12/31/25	Does the district have regular office hours exceeding 20 hours per week? <span style="border: 1px solid black; padding: 2px;"><b>No</b></span>
Dempsey Hansen	12/31/23	
Kevin Sanders	12/31/25	
Linda Welsch	12/31/23	
William Llewellyn	12/31/25	

W.S.16-12-303(c) requires special districts with office hours less than 20 per week to maintain copies of records at the county clerks office. Record format specified by county clerk.

Where are the minutes of your board meeting available for public review?

How and where are the notices of meeting posted for the public?

Where are the public meetings held?

## PROPOSED BUDGET SUMMARY

OVERVIEW		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-1	<b>Total Budgeted Expenditures</b>	\$20,324	\$11,250	\$33,735	\$33,735
S-2	<b>Total Principal to Pay on Debt</b>	\$0	\$0	\$0	\$0
S-3	<b>Total Change to Restricted Funds</b>	\$0	\$26	\$0	\$0
S-4	<b>Total General Fund and Forecasted Revenues Available</b>	\$78,925	\$47,985	\$52,360	\$52,360
S-5	<i>Amount requested from County Commissioners</i>	\$1,381	\$1,500	\$1,700	\$1,700
S-6	<b>Additional Funding Needed :</b>			\$0	\$0
	<b>Projected Surplus:</b>			\$18,625	\$18,625

REVENUE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-7	<b>Operating Revenues</b>	\$14,809	\$12,336	\$15,000	\$15,000
S-8	<b>Tax levy (From the County Treasurer)</b>	\$1,381	\$1,500	\$1,700	\$1,700
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>	\$28,579	\$19	\$10	\$19
S-13	<b>Other Forecasted Revenue</b>	\$0	\$0	\$0	\$0
S-14	<b>Total Revenue</b>	\$44,769	\$13,855	\$16,710	\$16,710

FY 7/1/23-6/30/24 Hawk Springs Water & Sewer District

EXPENDITURE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-15	<b>Capital Outlay</b>	\$4,013	\$0	\$15,000	\$15,000
S-16	<b>Interest and Fees On Debt</b>	\$0	\$0	\$0	\$0
S-17	<b>Administration</b>	\$5,843	\$4,866	\$6,935	\$6,935
S-18	<b>Operations</b>	\$9,768	\$5,684	\$10,650	\$10,650
S-19	<b>Indirect Costs</b>	\$700	\$700	\$1,150	\$1,150
S-20R	<b>Expenditures paid by Reserves</b>	\$0	\$0	\$0	\$0
S-20	<b>Total Expenditures</b>	\$20,324	\$11,250	\$33,735	\$33,735

DEBT SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-21	<b>Principal Paid on Debt</b>	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$34,156	\$34,130	\$35,650	\$35,650
<b>Summary of Reserve Funds</b>					
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	\$50,074	\$50,074	\$50,100	\$50,100
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total Reserves (a+b+c)</b>	\$50,074	\$50,074	\$50,100	\$50,100
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	\$26	\$0	\$0
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total to be added (a+b+c)</b>	\$0	\$26	\$0	\$0
S-31	<b>Subtotal</b>	\$50,074	\$50,100	\$50,100	\$50,100
S-32	<b>Less Total to be spent</b>	\$0	\$0	\$0	\$0
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	\$50,074	\$50,100	\$50,100	\$50,100

*End of Summary*

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

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

**DISTRICT ADDRESS:** PO Box 84  
Hawk Springs, WY 82217

**DISTRICT PHONE:** 307-575-1511

**PREPARED BY:** Tim Toedter

# Proposed Budget

Hawk Springs Water & Sewer District  
 NAME OF DISTRICT/BOARD \_\_\_\_\_

FYE 6/30/2024

## PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
<b>R-1 Property Taxes and Assessments Received</b>					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$1,381	\$1,500	\$1,700	\$1,700
R-1.2 Other County Support (see note on the right)	4005				

## FORECASTED REVENUE

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 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 Total Government Support		\$0	\$0	\$0	\$0
<b>R-3 Operating Revenues</b>					
R-3.1 Customer Charges	4300	\$14,739	\$12,026	\$15,000	\$15,000
R-3.2 Sales of Goods or Services	4300				
R-3.3 Other Assessments	4503	\$70	\$310		
R-3.4 Total Operating Revenues		\$14,809	\$12,336	\$15,000	\$15,000
<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 Total Grants		\$0	\$0	\$0	\$0
<b>R-5 Miscellaneous Revenue</b>					
R-5.1 Interest	4501	\$15	\$19	\$10	\$10
R-5.2 Other: Specify <u>Estate Donation</u>	4500	\$28,542			
R-5.3 Other: See Additior <u>See Additional Details</u>		\$22			
R-5.4 Total Miscellaneous		\$28,579	\$19	\$10	\$10
R-5.5 Total Forecasted Revenue		\$43,388	\$12,355	\$15,010	\$15,010
<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 Total Other Forecasted Revenue (a+b)		\$0	\$0	\$0	\$0

# Proposed Budget

Hawk Springs Water & Sewer District  
 NAME OF DISTRICT/BOARD

FYE 6/30/2024

## CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 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	Equipment	6200	\$4,013	\$5,000	\$5,000
E-1.6	Sewer Construction	6200		\$10,000	\$10,000
E-1.7					
E-1.8	<b>TOTAL CAPITAL OUTLAY</b>		\$4,013	\$15,000	\$15,000

## ADMINISTRATION BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
<b>E-2</b>	<b>Personnel Services</b>				
E-2.1	Administrator	7002			
E-2.2	Secretary	7003	\$2,400	\$1,800	\$2,600
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	Legal Notices/Advertising	7013		\$119	\$150
E-3.5	Board Supplies	7013	\$225	\$225	\$200
E-3.6	see additional details			\$100	\$100
<b>E-4</b>	<b>Contractual Services</b>				
E-4.1	Legal	7021		\$500	\$500
E-4.2	Accounting/Auditing	7022	\$2,650	\$2,070	\$2,600
E-4.3	Other (Specify)				
E-4.4		7023			
E-4.5		7023			
E-4.6					
<b>E-5</b>	<b>Other Administrative Expenses</b>				
E-5.1	Office Supplies	7031	\$458	\$527	\$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	Dues	7035	\$110	\$125	\$285
E-5.7		7035			
E-5.8					
<b>E-6</b>	<b>TOTAL ADMINISTRATION</b>		\$5,843	\$4,866	\$6,935

# Proposed Budget

Hawk Springs Water & Sewer District

FYE 6/30/2024

OPERATIONS BUDGET
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	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
<b>E-7 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 Travel</b>					
E-8.1	Mileage	7211	\$256	\$464	\$300
E-8.2	Other (Specify)				
E-8.3	_____	7212			
E-8.4	_____	7212			
E-8.5	_____				
<b>E-9 Operating supplies (List)</b>					
E-9.1	Repairs	7220	\$3,267	\$577	\$3,000
E-9.2	Mowing/Spraying	7220	\$845	\$593	\$1,000
E-9.3	_____	7220			
E-9.4	_____	7220			
E-9.5	_____				
<b>E-10 Program Services (List)</b>					
E-10.1	DEQ Education	7230		\$500	\$500
E-10.2	DEQ Operator	7230	\$5,400	\$4,050	\$5,850
E-10.3	_____	7230			
E-10.4	_____	7230			
E-10.5	_____				
<b>E-11 Contractual Arrangements (List)</b>					
E-11.1	_____	7400			
E-11.2	_____	7400			
E-11.3	_____	7400			
E-11.4	_____	7400			
E-11.5	_____				
<b>E-12 Other operations (Specify)</b>					
E-12.1	_____	7450			
E-12.2	_____	7450			
E-12.3	_____	7450			
E-12.4	_____	7450			
E-12.5	_____				
<b>E-13 TOTAL OPERATIONS</b>			\$9,768	\$5,684	\$10,650

# Proposed Budget

## INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
<b>E-14 Insurance</b>					
E-14.1	Liability	\$500	\$500	\$500	\$500
E-14.2	Buildings and vehicles				
E-14.3	Equipment				
E-14.4	Other (Specify)				
E-14.5	Surety Bonds	\$200	\$200	\$200	\$200
E-14.6					
E-14.7					
<b>E-15 Indirect payroll costs:</b>					
E-15.1	FICA (Social Security) taxes				
E-15.2	Workers Compensation			\$450	\$450
E-15.3	Unemployment Taxes				
E-15.4	Retirement				
E-15.5	Health Insurance				
E-15.6	Other (Specify)				
E-15.7					
E-15.8					
E-15.9					
<b>E-17 TOTAL INDIRECT COSTS</b>		<b>\$700</b>	<b>\$700</b>	<b>\$1,150</b>	<b>\$1,150</b>

## DEBT SERVICE BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
<b>D-1 Debt Service</b>					
D-1.1	Principal				
D-1.2	Interest				
D-1.3	Fees				
<b>D-2 TOTAL DEBT SERVICE</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# Proposed Budget

Hawk Springs Water & Sewer District  
**NAME OF DISTRICT/BOARD** \_\_\_\_\_

FYE 6/30/2024

<b>GENERAL FUNDS</b>				
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		End of Year	Beginning	Beginning	
C-1	Balances at Beginning of Fiscal Year	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
C-1.1	General Fund Checking	\$34,156	\$34,156	\$35,650	\$35,650
C-1.2	Savings and Investments		\$0		
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$50,074	\$50,074	\$50,100	\$50,100
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>	<b>\$84,230</b>	<b>\$84,230</b>	<b>\$85,750</b>	<b>\$85,750</b>

C-2	General Fund Reductions:	2010			
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$50,074	\$50,100	\$50,100	\$50,100
C-2.3	<b>Total Deductions (a+b)</b>	<b>\$50,074</b>	<b>\$50,100</b>	<b>\$50,100</b>	<b>\$50,100</b>
C-2.4	<b>Estimated Non-Restricted Funds Available</b>	<b>\$34,156</b>	<b>\$34,130</b>	<b>\$35,650</b>	<b>\$35,650</b>

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

C-3		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending 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>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-3.12	Balance to be retained	\$0	\$0	\$0	\$0

<b>RESERVES</b>	<b>1090</b>			
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C-4		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$50,074	\$50,074	\$50,100	\$50,100
C-4.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.3	Amount to be added to the reserve		\$26		
C-4.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.5	<b>SUB-TOTAL</b>	<b>\$50,074</b>	<b>\$50,100</b>	<b>\$50,100</b>	<b>\$50,100</b>
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>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-4.12	Balance to be retained	\$50,074	\$50,100	\$50,100	\$50,100

<b>BOND FUNDS</b>	<b>1060</b>			
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C-5		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending 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>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>