

Proposed Budget

South Torrington Water and Sewer District	
Budget Hearing Information	
371 E 6th Ave.	Location: 371 E 6th Ave., Torrington WY 82240
Torrington, WY 82240	Date: 7/11/2023
307-532-3900	Time: 6:00 PM
Goshen County	Budget Prepared by: Melody Sellers

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

The board members take their responsibility of stewardship very seriously. The District does not believe in saving funds by postponing maintenance of the Districts' assets. The chief operator has divided the 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 District is continuing to review/analyze the rate structures. The Board of Directors have confirmed their dedication for the need of financial reserves. We have raised the budget amounts for repairs and maintenance as our system is aging. We have raised our budgeted amounts for most everything due to inflation.

S-B RESERVE DESCRIPTION

The STWS District has multiple certificates of Deposits. There are seven CD'S with rotating maturity/renewal dates. All funds are FDIC insured. STWS District has opted to move \$10,000 into cash reserves for capitol reinvestment.

S-C

Names of Board Members	Date of End of Term																						
Ricardo Nelson	11/1/26	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Does the district have regular office hours exceeding 20 hours per week?</td> <td style="text-align: center;">Yes</td> </tr> <tr> <td colspan="3">If Yes, enter</td> </tr> <tr> <td>Address of office:</td> <td colspan="2">371 E 6th Ave</td> </tr> <tr> <td>City, State, Zip:</td> <td colspan="2">Torrington, WY 82240</td> </tr> <tr> <td>Phone Number:</td> <td colspan="2">307-532-3900</td> </tr> <tr> <td>Hours Open:</td> <td colspan="2">M-F 8am-12pm Staff available at 6:30 am-12:30pm</td> </tr> <tr> <td colspan="3" style="height: 40px;"></td> </tr> </table>	Does the district have regular office hours exceeding 20 hours per week?		Yes	If Yes, enter			Address of office:	371 E 6th Ave		City, State, Zip:	Torrington, WY 82240		Phone Number:	307-532-3900		Hours Open:	M-F 8am-12pm Staff available at 6:30 am-12:30pm				
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Address of office:	371 E 6th Ave																						
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Hours Open:	M-F 8am-12pm Staff available at 6:30 am-12:30pm																						
Juanital Lira	11/1/24																						
Elizabeth Moore	11/1/24																						
Carolyn Rockwood	11/1/24																						
Robert Ramirez	11/1/26																						

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

How and where are the notices of meeting posted for the public?
 Newspaper, District Office, Annual Flyer

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

PROPOSED BUDGET SUMMARY

OVERVIEW		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$465,535	\$473,916	\$573,957	\$573,957
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	\$0	\$10,000	\$10,000
S-4	Total General Fund and Forecasted Revenues Available	\$675,103	\$681,107	\$685,488	\$685,488
S-5	<i>Amount requested from County Commissioners</i>	\$33,996	\$40,000	\$40,000	\$40,000
S-6 Additional Funding Needed :				\$0	\$0
Projected Surplus:				\$101,531	\$101,531

REVENUE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-7	Operating Revenues	\$167,551	\$167,551	\$168,301	\$168,301
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	\$5,750	\$5,750	\$5,750	\$5,750
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$207,297	\$213,301	\$214,051	\$214,051
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FY 7/1/23-6/30/24 South Torrington Water and Sewer District

EXPENDITURE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 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	\$39,371	\$47,048	\$57,243	\$57,243
S-18	Operations	\$419,361	\$419,456	\$506,214	\$506,214
S-19	Indirect Costs	\$6,803	\$7,411	\$10,500	\$10,500
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$465,535	\$473,916	\$573,957	\$573,957

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

CASH AND INVESTMENTS		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$467,806	\$467,806	\$471,437	\$471,437

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	\$185,649	\$185,649	\$185,649	\$185,649
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$185,649	\$185,649	\$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	\$0	\$10,000	\$10,000
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$0	\$0	\$10,000	\$10,000
S-31	Subtotal	\$185,649	\$185,649	\$195,649	\$195,649
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$185,649	\$185,649	\$195,649	\$195,649

End of Summary

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

Date adopted by Special District _____

DISTRICT ADDRESS: 371 E 6th Ave.
Torrington, Wy 82240

PREPARED BY: Melody Sellers

DISTRICT PHONE: 307-532-3900

Proposed Budget

South Torrington Water and Sewer District

FYE 6/30/2024

NAME OF DISTRICT/BOARD _____

PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 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	2021-2022 Actual	2022-2023 Estimated	2023-2024 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	\$167,551	\$167,551	\$168,301	\$168,301
R-3.2 Sales of Goods or Services	4300				
R-3.3 Other Assessments	4503				
R-3.4 Total Operating Revenues		\$167,551	\$167,551	\$168,301	\$168,301
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	\$4,500	\$4,500	\$4,500	\$4,500
R-5.2 Other: Specify <u>Late Fees</u>	4500	\$1,250	\$1,250	\$1,250	\$1,250
R-5.3 Other: Additional _____					
R-5.4 Total Miscellaneous		\$5,750	\$5,750	\$5,750	\$5,750
R-5.5 Total Forecasted Revenue		\$173,301	\$173,301	\$174,051	\$174,051
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 and 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
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	\$0

ADMINISTRATION BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
E-2 Personnel Services					
E-2.1 Administrator	7002				
E-2.2 Secretary	7003				
E-2.3 Clerical	7004	\$19,013	\$19,013	\$19,013	\$19,013
E-2.4 Other (Specify)					
E-2.5 Temp Services	7005	\$280	\$300	\$300	\$300
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	\$700	\$1,000	\$1,000	\$1,000
E-3.5 Board Compensation	7013	\$1,500	\$1,500	\$1,500	\$1,500
E-3.6 _____					
E-4 Contractual Services					
E-4.1 Legal	7021	\$60	\$6,000	\$6,000	\$6,000
E-4.2 Accounting/Auditing	7022	\$1,175	\$2,350	\$4,250	\$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	\$2,341	\$3,000	\$3,000	\$3,000
E-5.2 Office equipment, rent & repair	7032	\$774	\$839	\$5,000	\$5,000
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		\$13,528	\$13,046	\$17,180	\$17,180
E-6 TOTAL ADMINISTRATION		\$39,371	\$47,048	\$57,243	\$57,243

Proposed Budget

South Torrington Water and Sewer District

FYE 6/30/2024

OPERATIONS BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval	
E-7	Personnel Services					
E-7.1	Wages--Operations	7202	\$22,936	\$29,812	\$35,000	\$35,000
E-7.2	Service Contracts	7203				
E-7.3	Other (Specify)					
E-7.4	Operations	7204				
E-7.5	Misc Op Personnel Expense	7204	\$316	\$203	\$400	\$400
E-7.6						
E-8	Travel					
E-8.1	Mileage	7211	\$781	\$456	\$1,500	\$1,500
E-8.2	Other (Specify)					
E-8.3	Conference Registrations	7212	\$693	\$395	\$1,000	\$1,000
E-8.4	Training	7212	\$62	\$395	\$700	\$700
E-8.5						
E-9	Operating supplies (List)					
E-9.1	O&M Supplies	7220	\$2,352	\$3,642	\$6,500	\$6,500
E-9.2	Tools	7220	\$713	\$869	\$6,500	\$6,500
E-9.3	Safety & Uniforms	7220	\$692	\$347	\$800	\$800
E-9.4	Fuel	7220	\$2,336	\$2,395	\$3,500	\$3,500
E-9.5						
E-10	Program Services (List)					
E-10.1	Water Sampling and Testing	7230	\$571	\$300	\$800	\$800
E-10.2	R&M O&M Equipment	7230	\$2,355	\$3,024	\$5,000	\$5,000
E-10.3	Water System O&M	7230	\$2,500	\$1,640	\$22,500	\$22,500
E-10.4	Sewer System O&M	7230	\$6,000	\$5,773	\$20,000	\$20,000
E-10.5						
E-11	Contractual Arrangements (List)					
E-11.1	Building R&M	7400	\$800	\$1,144	\$3,000	\$3,000
E-11.2	Equipment Rental	7400	\$0	\$0	\$3,000	\$3,000
E-11.3		7400				
E-11.4		7400				
E-11.5						
E-12	Other operations (Specify)					
E-12.1	Water Purchased from C.O.T	7450	\$39,826	\$40,869	\$55,000	\$55,000
E-12.2	Sewer Discharged to C.O.T	7450	\$25,664	\$19,271	\$30,000	\$30,000
E-12.3	Utilities: Electricity	7450	\$3,750	\$3,622	\$4,000	\$4,000
E-12.4	Utilities: Telephone	7450	\$6,500	\$4,785	\$6,500	\$6,500
E-12.5	see additional details		\$300,514	\$300,514	\$300,514	\$300,514
E-13	TOTAL OPERATIONS		\$419,361	\$419,456	\$506,214	\$506,214

Proposed Budget

South Torrington Water and Sewer District

FYE 6/30/2024

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
E-14	Insurance				
E-14.1	Liability	\$840	\$828	\$1,500	\$1,500
E-14.2	Buildings and vehicles	\$2,454	\$2,808	\$4,000	\$4,000
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	\$3,775	\$5,000	\$5,000
E-15.8	_____				
E-15.9	_____				
E-17	TOTAL INDIRECT COSTS	\$6,803	\$7,411	\$10,500	\$10,500

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 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 and Sewer District
NAME OF DISTRICT/BOARD _____

FYE 6/30/2024

GENERAL FUNDS				
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		End of Year	Beginning	Beginning		
		2021-2022	2022-2023	2023-2024	Pending	
		Actual	Estimated	Proposed	Approval	
C-1	Balances at Beginning of Fiscal Year	DOA Chart of Accounts				
C-1.1	General Fund Checking	1010	\$101,236	\$101,236	\$101,431	\$101,431
C-1.2	Savings and Investments	1040		\$0		
C-1.3	General Fund CD Balance	1050	\$357,535	\$357,535	\$360,006	\$360,006
C-1.4	All Other Funds	1020	\$9,035	\$9,035	\$10,000	\$10,000
C-1.5	Reserves (From Below)		\$185,649	\$185,649	\$195,649	\$195,649
C-1.6	Total Estimated Cash and Investments on Hand		\$653,455	\$653,455	\$667,086	\$667,086

C-2	General Fund Reductions:	DOA Chart of Accounts				
C-2.1	a. Unpaid bills at FYE	2010				
C-2.2	b. Reserves		\$185,649	\$185,649	\$195,649	\$195,649
C-2.3	Total Deductions (a+b)		\$185,649	\$185,649	\$195,649	\$195,649
C-2.4	Estimated Non-Restricted Funds Available		\$467,806	\$467,806	\$471,437	\$471,437

	DOA Chart of Accounts	
SINKING & DEBT SERVICE FUNDS	1070	

C-3		2021-2022	2022-2023	2023-2024	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	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	<i>Date of Reserve Approval in Minutes:</i> _____				
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	

C-4		2021-2022	2022-2023	2023-2024	Pending
		Actual	Estimated	Proposed	Approval
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$185,649	\$185,649	\$185,649	\$185,649
C-4.2	<i>Date of Reserve Approval in Minutes:</i> <u>6-Jun-23</u>				
C-4.3	Amount to be added to the reserve			\$10,000	\$10,000
C-4.4	<i>Date of Reserve Approval in Minutes:</i> <u>6-Jun-23</u>				
C-4.5	SUB-TOTAL	\$185,649	\$185,649	\$195,649	\$195,649
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	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.11	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained	\$185,649	\$185,649	\$195,649	\$195,649

	DOA Chart of Accounts	
BOND FUNDS	1060	

C-5		2021-2022	2022-2023	2023-2024	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	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

