

Final Budget

Wardwell Water and Sewer District	
Budget Hearing Information	
P.O. Box 728	Location: 4150 Salt Creek Hwy. Casper, Wy 82601
Mills, Wy 82644	Date: 7/5/2022
307-265-7034	Time: 6:15 PM
Natrona County	Budget Prepared by: Gloria Brainard, District Manager

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

The funding for the Blair Lane Waterline replacement did not go through. The District has elected to self-fund the project from the Districts savings as the waterline is aging and there have been several water main breaks. The project is set to begin in the middle to end of May 2022.

S-B RESERVE DESCRIPTION

Held in Money Market Accounts

S-C

Names of Board Members	Date of End of Term
Larry Forsberg, President	4/1/24
James Bogart, Vice President	4/1/24
Venus M Childress, Sec/Treasurer	4/1/26
Dan Sabrosky, Director	4/1/26
Carissa Nickerson, Director	4/1/26

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

If Yes, enter

Address of office: 4150 Salt Creek Hwy.

City, State, Zip: Casper, Wy 82601

Phone Number: 307-265-7034

Hours Open: 8:00 AM to 12:00 Noon 1:00 PM to 5:00 PM Mon-Fri

Where are the minutes of your board meeting available for public review?
 Districts website and office located at 4150 Salt Creek Hwy. Casper, Wy 82601

How and where are the notices of meeting posted for the public?
 Districts website, monthly water bills and Special Meetings advertised in the Casper Star Tribune

Where are the public meetings held?
 Districts office at 4150 Salt Creek Hwy. Casper, Wy 82601

FINAL BUDGET SUMMARY

OVERVIEW		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$1,417,051	\$1,319,472	\$4,590,510	\$4,284,910
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	\$0	\$0	\$0
S-4	Total General Fund and Forecasted Revenues Available	\$5,047,571	\$4,832,312	\$5,559,550	\$5,498,530
S-5	<i>Amount requested from County Commissioners</i>	\$270,000	\$200,088	\$275,000	\$275,000
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-7	Operating Revenues	\$1,291,917	\$1,169,502	\$1,529,000	\$1,529,000
S-8	Tax levy (From the County Treasurer)	\$270,000	\$200,088	\$275,000	\$275,000
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	\$51,843	\$51,730	\$78,000	\$78,000
S-13	Other Forecasted Revenue	\$22,819	\$0	\$100,000	\$100,000

S-14	Total Revenue	\$1,636,579	\$1,421,320	\$1,982,000	\$1,982,000
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FY 7/1/22-6/30/23

Wardwell Water and Sewer District

EXPENDITURE SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-15	Capital Outlay	\$86,069	\$218,287	\$1,582,510	\$1,553,210
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$470,511	\$370,270	\$924,500	\$702,500
S-18	Operations	\$621,662	\$552,897	\$1,763,000	\$1,727,700
S-19	Indirect Costs	\$238,809	\$178,018	\$320,500	\$301,500
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$1,417,051	\$1,319,472	\$4,590,510	\$4,284,910

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

CASH AND INVESTMENTS		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-22	TOTAL GENERAL FUNDS	\$3,410,992	\$3,410,992	\$3,577,550	\$3,516,530

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	\$0	\$0	\$0	\$0
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$0	\$0	\$0	\$0
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$0	\$0	\$0	\$0
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$0	\$0	\$0	\$0
S-31	Subtotal	\$0	\$0	\$0	\$0
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$0	\$0	\$0	\$0

End of Summary

Venus Childress, Secretary/Treasurer
 Budget Officer / District Official (if not same as "Submitted by")

Date adopted by Special District 7/19/2022

DISTRICT ADDRESS: P.O. Box 728
Mills, WY 82644

PREPARED BY: Gloria Brainard, District Manager

DISTRICT PHONE: 307-265-7034

Final Budget

Wardwell Water and Sewer District
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2023

PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
R-1 Property Taxes and Assessments Received					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$270,000	\$200,088	\$275,000	\$275,000
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	Final 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	\$1,287,013	\$1,164,888	\$1,521,000	\$1,521,000
R-3.2 Sales of Goods or Services	4300				
R-3.3 Other Assessments	4503	\$4,904	\$4,614	\$8,000	\$8,000
R-3.4 Total Operating Revenues		\$1,291,917	\$1,169,502	\$1,529,000	\$1,529,000
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	\$3,036	\$1,750	\$3,000	\$3,000
R-5.2 Other: Specify <u>Unanticipated</u>	4500	\$48,807	\$49,980	\$75,000	\$75,000
R-5.3 Other: Additional _____					
R-5.4 Total Miscellaneous		\$51,843	\$51,730	\$78,000	\$78,000
R-5.5 Total Forecasted Revenue		\$1,343,760	\$1,221,232	\$1,607,000	\$1,607,000
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 Blair Lane Improvement Dist	4500	\$22,819	\$0	\$100,000	\$100,000
R-6.4 _____	4500				
R-6.5 _____					
R-6.6 Total Other Forecasted Revenue (a+b)		\$22,819	\$0	\$100,000	\$100,000

Final Budget

Wardwell Water and 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	Final Approval
E-1	Capital Outlay				
E-1.1	Real Property	\$9,679	\$6,145	\$55,000	\$155,000
E-1.2	Vehicles	\$0	\$0	\$10	\$10
E-1.3	Office Equipment	\$1,429	\$4,390	\$250,000	\$150,000
E-1.4	Other (Specify)				
E-1.5	201 & SIV's to Casper	\$30,361	\$19,459	\$90,000	\$90,000
E-1.6	Water Line Proj,Easements& Blr Imprvmts	\$43,864	\$186,112	\$1,180,000	\$1,155,000
E-1.7	see additional details	\$736	\$2,181	\$7,500	\$3,200
E-1.8	TOTAL CAPITAL OUTLAY	\$86,069	\$218,287	\$1,582,510	\$1,553,210

ADMINISTRATION BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
E-2	Personnel Services				
E-2.1	Administrator				
E-2.2	Secretary				
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5	Salary-All Employees	\$296,715	\$227,884	\$325,000	\$325,000
E-2.6					
E-2.7					
E-3	Board Expenses				
E-3.1	Travel				
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4	Salary-Board	\$2,150	\$1,375	\$4,500	\$4,500
E-3.5					
E-3.6					
E-4	Contractual Services				
E-4.1	Legal	\$37,956	\$34,682	\$200,000	\$70,000
E-4.2	Accounting/Auditing	\$10,850	\$11,450	\$15,000	\$15,000
E-4.3	Other (Specify)				
E-4.4	Surety Bond Refunds	\$0	\$0	\$50,000	\$50,000
E-4.5	Engineering	\$91,597	\$48,790	\$250,000	\$150,000
E-4.6	see additional details	\$458	\$1,685	\$5,000	\$5,000
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$14,154	\$12,726	\$18,000	\$18,000
E-5.2	Office equipment, rent & repair	\$7,795	\$17,865	\$25,000	\$25,000
E-5.3	Education	\$1,240	\$2,734	\$5,000	\$5,000
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	Vehicle Maint. & Gasoline	\$7,596	\$10,539	\$25,000	\$35,000
E-5.7	Election Expenses	\$0	\$540	\$2,000	
E-5.8					
E-6	TOTAL ADMINISTRATION	\$470,511	\$370,270	\$924,500	\$702,500

Final Budget

OPERATIONS BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
E-7	Personnel Services				
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	_____				
E-8	Travel				
E-8.1	Mileage	7211			
E-8.2	Other (Specify)				
E-8.3	_____	7212			
E-8.4	_____	7212			
E-8.5	_____				
E-9	Operating supplies (List)				
E-9.1	Maint. Of Tank & Booster	7220	\$28,644	\$32,173	\$250,000
E-9.2	Maint. Of Sewer Lift Station	7220	\$5,824	\$5,460	\$100,000
E-9.3	_____	7220			
E-9.4	_____	7220			
E-9.5	_____				
E-10	Program Services (List)				
E-10.1	_____	7230			
E-10.2	_____	7230			
E-10.3	_____	7230			
E-10.4	_____	7230			
E-10.5	_____				
E-11	Contractual Arrangements (List)				
E-11.1	Regional Water & City of Casper Sewer Tmt	7400	\$484,193	\$399,300	\$725,000
E-11.2	Regional Water Misc.	7400	\$0	\$0	\$1,000
E-11.3	Town of Mills-Sewer Chgs for MWH	7400	\$26,178	\$23,454	\$35,000
E-11.4	_____	7400			
E-11.5	_____				
E-12	Other operations (Specify)				
E-12.1	Water Samples & Chemicals	7450	\$3,171	\$1,282	\$100,000
E-12.2	Water & Sewer Line Installations	7450	\$6,003	\$5,040	\$40,000
E-12.3	Maint. Of Water & Sewer Main Lines	7450	\$29,928	\$58,817	\$360,000
E-12.4	General Maint. & Meter Expense	7450	\$37,721	\$27,371	\$152,000
E-12.5	_____				
E-13	TOTAL OPERATIONS		\$621,662	\$552,897	\$1,763,000
					\$1,727,700

Final Budget

Wardwell Water and Sewer District

FYE 6/30/2023

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval	
E-14	Insurance					
E-14.1	Liability	7502	\$5,082	\$0	\$12,000	\$8,000
E-14.2	Buildings and vehicles	7503	\$14,410	\$6,985	\$25,000	\$22,500
E-14.3	Equipment	7504				
E-14.4	Other (Specify)					
E-14.5	Surety Bonds	7505	\$1,119	\$1,119	\$2,500	\$2,500
E-14.6		7505				
E-14.7						
E-15	Indirect payroll costs:					
E-15.1	FICA (Social Security) taxes	7511	\$22,862	\$17,538	\$35,000	\$25,000
E-15.2	Workers Compensation	7512	\$3,196	\$2,683	\$6,500	\$6,500
E-15.3	Unemployment Taxes	7513	\$2,439	\$308	\$10,000	\$10,000
E-15.4	Retirement	7514	\$32,369	\$23,896	\$40,000	\$40,000
E-15.5	Health Insurance	7515	\$146,641	\$115,564	\$170,000	\$170,000
E-15.6	Other (Specify)					
E-15.7	Utilities: Phone, Gas & Electric	7516	\$10,691	\$9,925	\$19,500	\$17,000
E-15.8		7516				
E-15.9						
E-17	TOTAL INDIRECT COSTS		\$238,809	\$178,018	\$320,500	\$301,500

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval	
D-1	Debt Service					
D-1.1	Principal	6401				
D-1.2	Interest	6410				
D-1.3	Fees	6420				
D-2	TOTAL DEBT SERVICE		\$0	\$0	\$0	\$0

Final Budget

Wardwell Water and Sewer District

FYE 6/30/2023

NAME OF DISTRICT/BOARD

GENERAL FUNDS

		End of Year	Beginning	Beginning		
		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval	
C-1	Balances at Beginning of Fiscal Year	DOA Chart of Accounts				
C-1.1	General Fund Checking	1010	\$60,607	\$60,607	\$60,000	\$67,678
C-1.2	Savings and Investments	1040	\$3,350,385	\$3,350,385	\$3,517,550	\$3,448,852
C-1.3	General Fund CD Balance	1050		\$0		
C-1.4	All Other Funds	1020		\$0		
C-1.5	Reserves (From Below)		\$0	\$0	\$0	\$0
C-1.6	Total Estimated Cash and Investments on Hand		\$3,410,992	\$3,410,992	\$3,577,550	\$3,516,530
C-2	General Fund Reductions:					
C-2.1	a. Unpaid bills at FYE	2010				
C-2.2	b. Reserves		\$0	\$0	\$0	\$0
C-2.3	Total Deductions (a+b)		\$0	\$0	\$0	\$0
C-2.4	Estimated Non-Restricted Funds Available		\$3,410,992	\$3,410,992	\$3,577,550	\$3,516,530

		DOA Chart of Accounts
SINKING & DEBT SERVICE FUNDS		1070

		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
C-3	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

		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
C-4	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-4.2	<i>Date of Reserve Approval in Minutes:</i>				
C-4.3	Amount to be added to the reserve				
C-4.4	<i>Date of Reserve Approval in Minutes:</i>				
C-4.5	SUB-TOTAL	\$0	\$0	\$0	\$0
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	\$0	\$0	\$0	\$0

		DOA Chart of Accounts
BOND FUNDS		1060

		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
C-5	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