

**Proposed Budget**

*Final*

Lower Nowood Improvement and Service District	
	Budget Hearing Information
946 rd 47	Location: Ten Sleep Fire Hall 417 5th St
Ten Sleep, WY 82442	Date: July 13, 2017
307-366-2800	Time: 7:00 PM
Washakie County	Budget Prepared by: Janette King

S-A	<b>BUDGET MESSAGE</b>	W.S. 16-4-104(d)
<p>The Lower Nowood Improvement and Service District will be using the funds from a grant by WWDC and a loan/ grant from USDA-RUS to drill a well and put in flow lines for a water project to supply potable water to the Lower Nowood users of the district. At this time we hope ae in the plan and design stage of the project and hope to be ready to drill the well by July 2017 with the project being completed by September or October of 2017. The figures in the budget are based on the level III study by engineers.</p>		
		<p style="font-size: 2em; font-weight: bold;">RECEIVED</p> <p style="font-size: 1.5em;">MAY 17 2017</p> <p>Per _____</p>

S-B	<b>RESERVE DESCRIPTION</b>	
<p>Reserves are for repairs and emergancies. There is also a sinking fund reserve and the RUS requires a reserve \$1830 which is 10% of the loan payment. Tis is to be collected and held in reserve for ten years.</p>		

S-C																																		
	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="font-size: x-small;">Names of Board Members</th> <th style="font-size: x-small;">Date of End of Term</th> </tr> <tr> <td>Jamie Starbuck-President</td> <td>5/1/20</td> </tr> <tr> <td>Tom Brewster-Vice President</td> <td>5/1/20</td> </tr> <tr> <td>Janette King-Sec-Treas</td> <td>5/1/18</td> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>	Names of Board Members	Date of End of Term	Jamie Starbuck-President	5/1/20	Tom Brewster-Vice President	5/1/20	Janette King-Sec-Treas	5/1/18																	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>Does the district have regular office hours exceeding 20 hours per week?</td> <td style="text-align: center;"><input type="checkbox"/> No</td> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>	Does the district have regular office hours exceeding 20 hours per week?	<input type="checkbox"/> No						
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Janette King-Sec-Treas	5/1/18																																	
Does the district have regular office hours exceeding 20 hours per week?	<input type="checkbox"/> No																																	
	<p><b>If no above:</b> Are the records on file with the County Clerk as required by W.S. 16-12-10-1?</p>	<input type="checkbox"/> No																																

Where are the minutes of your board meeting available for public review?  
 946 Rd 47 Ten Sleep, WY 82442

How and where are the notices of meeting posted for the public?  
 In The Northern Wyoming Daily News and the Ten Sleep Postoffice

Where are the public meetings held?  
 \$2

## PROPOSED BUDGET SUMMARY

OVERVIEW		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$220	\$4,895	\$491,603	\$491,603
S-2	Total Principal to Pay on Debt	\$0	\$0	\$10,527	\$10,527
S-3	Total Change to Restricted Funds	\$0	\$300	\$3,230	\$3,230
S-4	Total General Fund and Forecasted Revenues Available	\$2,569	\$9,095	\$2,396,578	\$2,396,578
S-5	Amount requested from County Commissioners	\$0	\$6,064	\$20,131	\$26,195
S-6	<b>Additional Funding Needed :</b>			<b>\$0</b>	<b>\$0</b>

REVENUE SUMMARY		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-7	Operating Revenues	\$2,350	\$200	\$10,450	\$10,650
S-8	Tax levy (From the County Treasurer)	\$0	\$6,064	\$20,131	\$26,195
S-9	Government Support	\$0	\$0	\$417,000	\$417,000
S-10	Grants	\$0	\$0	\$1,945,067	\$1,945,067
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$0	\$0	\$1,930	\$1,930
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0
S-14	<b>Total Revenue</b>	<b>\$2,350</b>	<b>\$6,264</b>	<b>\$2,394,578</b>	<b>\$2,394,578</b>

FY 7/1/17-6/30/18 Lower Nowood Improvement and Service District

EXPENDITURE SUMMARY		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-15	Capital Outlay	\$0	\$0	\$2,400	\$2,400
S-16	Interest and Fees On Debt	\$0	\$0	\$7,728	\$7,728
S-17	Administration	\$220	\$4,895	\$477,958	\$482,893
S-18	Operations	\$0	\$0	\$2,817	\$2,817
S-19	Indirect Costs	\$0	\$0	\$700	\$700
S-20	<b>Total Expenditures</b>	<b>\$220</b>	<b>\$4,895</b>	<b>\$491,603</b>	<b>\$491,603</b>

DEBT SUMMARY		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$10,527	\$10,527

CASH AND INVESTMENTS		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	<b>\$219</b>	<b>\$2,831</b>	<b>\$2,000</b>	<b>\$2,000</b>
<b>Summary of Reserve Funds</b>					
S-23	<b>Beginning Balance in Reserve Accounts</b>				
S-24	a. Depreciation Reserve	\$0	\$0	\$0	\$0
S-25	b. Other Reserve	\$0	\$0	\$200	\$200
S-26	c. Emergency Reserve (Cash)	\$0	\$0	\$100	\$100
	<b>Total Reserves (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$300</b>	<b>\$300</b>
S-27	<b>Amount to be added</b>				
S-28	a. Depreciation Reserve	\$0	\$0	\$0	\$0
S-29	b. Other Reserve	\$0	\$200	\$2,030	\$2,230
S-30	c. Emergency Reserve (Cash)	\$0	\$100	\$1,200	\$1,300
	<b>Total to be added (a+b+c)</b>	<b>\$0</b>	<b>\$300</b>	<b>\$3,230</b>	<b>\$3,530</b>
S-31	<b>Subtotal</b>	<b>\$0</b>	<b>\$300</b>	<b>\$3,530</b>	<b>\$3,530</b>
S-32	<b>Less Total to be spent</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	<b>\$0</b>	<b>\$300</b>	<b>\$3,530</b>	<b>\$3,530</b>

*End of Summary*

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

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

**DISTRICT ADDRESS:** 946 rd 47  
Ten Sleep, WY 82442

**PREPARED BY:** Janette King

**DISTRICT PHONE:** 307-366-2800

# Proposed Budget

Lower Nowood Improvement and Service District

FYE 6/30/2018

NAME OF DISTRICT/BOARD

## PROPERTY TAXES AND ASSESSMENTS

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
<b>R-1</b>	<b>Property Taxes and Assessments Received</b>				
R-1.1	Tax Levy (From the County Treasurer)		\$6,064	\$20,131	
R-1.2	Other County Support				

## FORECASTED REVENUE

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
<b>R-2</b>	<b>Revenues from Other Governments</b>				
R-2.1	State Aid				
R-2.2	Additional County Aid (non-treasurer)				
R-2.3	City (or Town) Aid				
R-2.4	Other (Specify) <u>RUS LOAN</u>			\$417,000	
R-2.5	<b>Total Government Support</b>	\$0	\$0	\$417,000	
<b>R-3</b>	<b>Operating Revenues</b>				
R-3.1	Customer Charges			\$10,450	
R-3.2	Sales of Goods or Services				
R-3.3	Other Assessments	\$2,350	\$200		
R-3.4	<b>Total Operating Revenues</b>	\$2,350	\$200	\$10,450	
<b>R-4</b>	<b>Grants</b>				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies			\$427,000	
R-4.3	Grants from State Agencies			\$1,518,067	
R-4.4	<b>Total Grants</b>	\$0	\$0	\$1,945,067	
<b>R-5</b>	<b>Miscellaneous Revenue</b>				
R-5.1	Interest			\$100	
R-5.2	Other: Specify <u>10% OF Payment</u>			\$1,830	
R-5.3	Other: Additional				
R-5.4	<b>Total Miscellaneous</b>	\$0	\$0	\$1,930	
R-5.5	<b>Total Forecasted Revenue</b>	\$2,350	\$200	\$2,374,447	
<b>R-6</b>	<b>Other Forecasted Revenue</b>				
R-6.1	a. Other past due-as estimated by Co. Treas.				
R-6.2	b. Other forecasted revenue (specify):				
R-6.3	_____				
R-6.4	_____				
R-6.5	_____				
R-6.6	<b>Total Other Forecasted Revenue (a+b)</b>	\$0	\$0	\$0	

# Proposed Budget

Lower Nowood Improvement and Service District

FYE 6/30/2018

NAME OF DISTRICT/BOARD

## CAPITAL OUTLAY BUDGET

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
<b>E-1</b>	<b>Capital Outlay</b>				
E-1.1	Real Property				
E-1.2	Vehicles				
E-1.3	Office Equipment				
E-1.4	Other (Specify)				
E-1.5	<u>Sinking Fund</u>			\$2,400	\$2,400
E-1.6					
E-1.7					
E-1.8	<b>TOTAL CAPITAL OUTLAY</b>	\$0	\$0	\$2,400	\$2,400

## ADMINISTRATION BUDGET

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
<b>E-2</b>	<b>Personnel Services</b>				
E-2.1	Administrator				
E-2.2	Secretary				
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5					
E-2.6					
E-2.7					
<b>E-3</b>	<b>Board Expenses</b>				
E-3.1	Travel		\$100	\$100	\$100
E-3.2	Mileage		\$150		\$150
E-3.3	Other (Specify)				
E-3.4					
E-3.5					
E-3.6					
<b>E-4</b>	<b>Contractual Services</b>				
E-4.1	Legal	\$188	\$728	\$1,000	\$1,000
E-4.2	Accounting/Auditing			\$750	\$750
E-4.3	Other (Specify)				
E-4.4	<u>ENGINEER</u>		\$2,548	\$258,335	\$258,335
E-4.5	<u>CONSTRUCTION</u>			\$210,373	\$210,373
E-4.6					
<b>E-5</b>	<b>Other Administrative Expenses</b>				
E-5.1	Office Supplies	\$32	\$75	\$200	\$200
E-5.2	Office equipment, rent & repair				
E-5.3	Education				
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	<u>BOND INS</u>		\$125	\$5,200	\$5,200
E-5.7	<u>ADVERTISING</u>		\$1,170	\$2,000	\$2,000
E-5.8					
<b>E-6</b>	<b>TOTAL ADMINISTRATION</b>	\$220	\$4,895	\$477,958	\$477,958

# Proposed Budget

Lower Nowood Improvement and Service District

FYE 6/30/2018

## OPERATIONS BUDGET

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
<b>E-7</b>	<b>Personnel Services</b>				
E-7.1	Wages--Operations				
E-7.2	Service Contracts				
E-7.3	Other (Specify)				
E-7.4	_____				
E-7.5	_____				
E-7.6	_____				
<b>E-8</b>	<b>Travel</b>				
E-8.1	Mileage			\$600	
E-8.2	Other (Specify)				
E-8.3	_____				
E-8.4	_____				
E-8.5	_____				
<b>E-9</b>	<b>Operating supplies (List)</b>				
E-9.1	SAMPLING SUPPLIES			\$267	
E-9.2	REPAIR FUND			\$600	
E-9.3	EMERGACY FUND			\$600	
E-9.4	_____				
E-9.5	_____				
<b>E-10</b>	<b>Program Services (List)</b>				
E-10.1	_____				
E-10.2	_____				
E-10.3	_____				
E-10.4	_____				
E-10.5	_____				
<b>E-11</b>	<b>Contractual Arrangements (List)</b>				
E-11.1	AUDIT			\$750	
E-11.2	_____				
E-11.3	_____				
E-11.4	_____				
E-11.5	_____				
<b>E-12</b>	<b>Other operations (Specify)</b>				
E-12.1	_____				
E-12.2	_____				
E-12.3	_____				
E-12.4	_____				
E-12.5	_____				
<b>E-13</b>	<b>TOTAL OPERATIONS</b>	\$0	\$0	\$2,817	\$2,817

# Proposed Budget

Lower Nowood Improvement and Service District

FYE 6/30/2018

## INDIRECT COSTS BUDGET

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
<b>E-14</b>	<b>Insurance</b>				
E-14.1	Liability			\$700	
E-14.2	Buildings and vehicles				
E-14.3	Equipment				
E-14.4	Other (Specify)				
E-14.5	_____				
E-14.6	_____				
E-14.7					
<b>E-15</b>	<b>Indirect payroll costs:</b>				
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	_____				
E-15.8	_____				
E-15.9					
<b>E-16</b>	<b>Depreciation Expenses</b>				
<b>E-17</b>	<b>TOTAL INDIRECT COSTS</b>	\$0	\$0	\$700	

## DEBT SERVICE BUDGET

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
<b>D-1</b>	<b>Debt Service</b>				
D-1.1	Principal			\$10,527	
D-1.2	Interest			\$7,728	
D-1.3	Fees				
<b>D-2</b>	<b>TOTAL DEBT SERVICE</b>	\$0	\$0	\$18,256	

# Proposed Budget

Lower Nowood Improvement and Service District  
 NAME OF DISTRICT/BOARD

FYE 6/30/2018

## GENERAL FUNDS

- C-1 Balances at Beginning of Fiscal Year**
- C-1.1 General Fund Checking Account Balance
  - C-1.2 Savings and Investments Account Balance
  - C-1.3 General Fund CD Balance
  - C-1.4 All Other Funds
  - C-1.5 Reserves (From Below)
  - C-1.6 **Total Estimated Cash and Investments on Hand**

2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
\$219	\$2,831	\$2,000	
\$0	\$300	\$3,530	
\$219	\$3,131	\$5,530	

- C-2 General Fund Reductions:**
- C-2.1 a. Unpaid bills at FYE
  - C-2.2 b. Reserves
  - C-2.3 **Total Deductions (a+b)**
  - C-2.4 **Estimated Non-Restricted Funds Available**

2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
\$0	\$300	\$3,530	
\$0	\$300	\$3,530	
\$219	\$2,831	\$2,000	

## DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

- C-3**
- C-3.1 Beginning Balance in Reserve Account (end of previous year)
  - 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**
  - C-3.6 Identify the amount to be spent from "Reserve for Capital Outlay"
  - 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)**
  - C-3.12 Balance to be retained in Depreciation Reserve Account

2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	

## OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

- C-4**
- C-4.1 Beginning Balance in Reserve Account (end of previous year)
  - C-4.2 Date of Reserve Approval in Minutes: \_\_\_\_\_
  - C-4.3 Amount to be added to the reserve
  - C-4.4 Date of Reserve Approval in Minutes: \_\_\_\_\_
  - C-4.5 **SUB-TOTAL**
  - C-4.6 Identify the amount and project to be spent from "Other"
  - 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)**
  - C-4.12 Balance to be retained in Other Reserve Account

2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
	\$0	\$200	
	\$200	\$2,030	
\$0	\$200	\$2,230	
\$0	\$0	\$0	
\$0	\$200	\$2,230	

## ASSIGNED FUND BALANCE (EMERGENCY RESERVE - NOT COMMITTED)

- C-5**
- C-5.1 Beginning Balance in Reserve Account (end of previous year)
  - 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**
  - C-5.6 Amount to be spent from Emergency Reserve (Cash)
  - C-5.7 Date of Reserve Approval in Minutes: \_\_\_\_\_
  - C-5.8 Balance to be retained in Assigned Fund Balance
  - C-5.9 **TOTAL TO BE SPENT**

2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
	\$0	\$100	
	\$100	\$1,200	
\$0	\$100	\$1,300	
\$0	\$100	\$1,300	
\$0	\$0	\$0	