

## Proposed Budget

<b>Aspens Pines Water &amp; Sewer District</b>	
Budget Hearing Information	
PO Box 716	Location: 3485 N Pines Way, Wilson, WY 83014
Wilson, WY 83014	Date: 7/14/2019
307.739.9777	Time: 4:00 p.m.
Teton County	Budget Prepared by: Wade Hirschi

S-A	<b>BUDGET MESSAGE</b>	W.S. 16-4-104(d)
<p>The 2020-21 budget was prepared using the same methodology as prior years. The District uses the Teton County tax system to generate revenues for a portion of its capital expenditures. This budget will also use some reserves for capital expenditures as well. The district provides water and/or sewer service to several contracting special districts outside of the District's boundaries. The District is debt-free and has been building cash balances in order to off-ste costs of future capital asset replacements. The District anticipates capital expenditures increasing in future years as plant equipment has aged and regulatory requirements have changed.</p>		

S-B	<b>RESERVE DESCRIPTION</b>
<p>The District does not have a formal reserve policy. However, the District has been slowly building cash balances for future capital asset replacements.</p>	

S-C																																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Names of Board Members</th> <th style="text-align: center;">Date of End of Term</th> </tr> </thead> <tbody> <tr><td>Gary Trauner</td><td>11/30/20</td></tr> <tr><td>Rick Knori</td><td>11/30/20</td></tr> <tr><td>Dan Brophy</td><td>11/30/22</td></tr> <tr><td>Tom Garrity</td><td>11/30/22</td></tr> <tr><td>Joan Goldfarb</td><td>11/30/22</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> </tbody> </table>	Names of Board Members	Date of End of Term	Gary Trauner	11/30/20	Rick Knori	11/30/20	Dan Brophy	11/30/22	Tom Garrity	11/30/22	Joan Goldfarb	11/30/22													<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Does the district have regular office hours exceeding 20 hours per week?</td> <td style="width: 50%; text-align: center;"><input checked="" type="checkbox"/> Yes</td> </tr> <tr> <td colspan="2"><b>If Yes, enter</b></td> </tr> <tr> <td>Address of office:</td> <td>80 East 1st Ave, Suite 210</td> </tr> <tr> <td>City, State, Zip:</td> <td>Afton, WY 83110</td> </tr> <tr> <td>Phone Number:</td> <td>307.739.9777 x 1</td> </tr> <tr> <td>Hours Open:</td> <td>8:00 a.m. - 5:00 p.m.</td> </tr> <tr> <td colspan="2" style="height: 30px;"> </td> </tr> </table>	Does the district have regular office hours exceeding 20 hours per week?	<input checked="" type="checkbox"/> Yes	<b>If Yes, enter</b>		Address of office:	80 East 1st Ave, Suite 210	City, State, Zip:	Afton, WY 83110	Phone Number:	307.739.9777 x 1	Hours Open:	8:00 a.m. - 5:00 p.m.		
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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		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-1	<b>Total Budgeted Expenditures</b>	\$1,240,288	\$1,355,322	\$1,511,432	\$1,511,432
S-2	<b>Total Principal to Pay on Debt</b>	\$0	\$0	\$0	\$0
S-3	<b>Total Change to Restricted Funds</b>	\$0	\$0	\$0	\$0
S-4	<b>Total General Fund and Forecasted Revenues Available</b>	\$2,566,773	\$2,528,845	\$2,502,322	\$2,502,322
S-5	<i>Amount requested from County Commissioners</i>	\$200,137	\$200,753	\$205,000	\$205,000
S-6	<b>Additional Funding Needed :</b>			<b>\$0</b>	<b>\$0</b>

REVENUE SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-7	<b>Operating Revenues</b>	\$1,068,559	\$1,082,672	\$1,107,067	\$1,107,067
S-8	<b>Tax levy (From the County Treasurer)</b>	\$200,137	\$200,753	\$205,000	\$205,000
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>	\$76,861	\$24,204	\$16,201	\$16,201
S-13	<b>Other Forecasted Revenue</b>	\$0	\$0	\$0	\$0

S-14	<b>Total Revenue</b>	\$1,345,557	\$1,307,629	\$1,328,268	\$1,328,268
		<i>FY 7/1/20-6/30/21</i>			
		<i>Aspens Pines Water &amp; Sewer District</i>			

EXPENDITURE SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-15	<b>Capital Outlay</b>	\$225,436	\$364,048	\$385,200	\$385,200
S-16	<b>Interest and Fees On Debt</b>	\$0	\$0	\$0	\$0
S-17	<b>Administration</b>	\$179,361	\$177,023	\$193,800	\$193,800
S-18	<b>Operations</b>	\$572,377	\$585,828	\$695,775	\$695,775
S-19	<b>Indirect Costs</b>	\$263,114	\$228,423	\$236,657	\$236,657
S-20R	<b>Expenditures paid by Reserves</b>	\$0	\$0	\$0	\$0
S-20	<b>Total Expenditures</b>	\$1,240,288	\$1,355,322	\$1,511,432	\$1,511,432

DEBT SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-21	<b>Principal Paid on Debt</b>	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$1,221,216	\$1,221,216	\$1,174,054	\$1,174,054

**Summary of Reserve Funds**

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	\$0	\$0	\$0	\$0
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total Reserves (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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	\$0	\$0	\$0
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total to be added (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
S-31	<b>Subtotal</b>	\$0	\$0	\$0	\$0
S-32	<b>Less Total to be spent</b>	\$0	\$0	\$0	\$0
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

*End of Summary*

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

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

**DISTRICT ADDRESS:** PO Box 716  
Wilson, WY 83014

**PREPARED BY:** Wade Hirschi

**DISTRICT PHONE:** 307.739.9777

# Proposed Budget

Aspens Pines Water & Sewer District  
 NAME OF DISTRICT/BOARD \_\_\_\_\_

FYE 6/30/2021 \_\_\_\_\_

## PROPERTY TAXES AND ASSESSMENTS

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
R-1	<b>Property Taxes and Assessments Received</b>				
R-1.1	Tax Levy (From the County Treasurer)	\$200,137	\$200,753	\$205,000	\$205,000
R-1.2	Other County Support				

## FORECASTED REVENUE

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
R-2	<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)				
R-2.5	<b>Total Government Support</b>	\$0	\$0	\$0	\$0
R-3	<b>Operating Revenues</b>				
R-3.1	Customer Charges	\$1,068,559	\$1,082,672	\$1,107,067	\$1,107,067
R-3.2	Sales of Goods or Services				
R-3.3	Other Assessments				
R-3.4	<b>Total Operating Revenues</b>	\$1,068,559	\$1,082,672	\$1,107,067	\$1,107,067
R-4	<b>Grants</b>				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies				
R-4.4	<b>Total Grants</b>	\$0	\$0	\$0	\$0
R-5	<b>Miscellaneous Revenue</b>				
R-5.1	Interest	\$16,239	\$14,000	\$15,000	\$15,000
R-5.2	Other: Specify <u>Rent</u>	\$1,200	\$1,201	\$1,201	\$1,201
R-5.3	Other: See Additional	\$59,422	\$9,003		
R-5.4	<b>Total Miscellaneous</b>	\$76,861	\$24,204	\$16,201	\$16,201
R-5.5	<b>Total Forecasted Revenue</b>	\$1,145,420	\$1,106,876	\$1,123,268	\$1,123,268
R-6	<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	\$0

# Proposed Budget

Aspens Pines Water & Sewer District

FYE 6/30/2021

**NAME OF DISTRICT/BOARD**

## CAPITAL OUTLAY BUDGET

		2018-2019 Actual	2019-2020 Estimated	2020-2021 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>Equipment</u>	\$225,436	\$364,048	\$385,200	\$385,200
E-1.6	_____				
E-1.7	_____				
E-1.8	<b>TOTAL CAPITAL OUTLAY</b>	\$225,436	\$364,048	\$385,200	\$385,200

## ADMINISTRATION BUDGET

		2018-2019 Actual	2019-2020 Estimated	2020-2021 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				
E-3.2	Mileage				
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	\$9,087	\$9,600	\$15,000	\$15,000
E-4.2	Accounting/Auditing	\$14,000	\$14,000	\$14,000	\$14,000
E-4.3	Other (Specify)				
E-4.4	<u>Administrator</u>	\$138,000	\$140,760	\$138,000	\$138,000
E-4.5	_____				
E-4.6	_____				
<b>E-5</b>	<b>Other Administrative Expenses</b>				
E-5.1	Office Supplies	\$1,669	\$1,903	\$2,000	\$2,000
E-5.2	Office equipment, rent & repair				
E-5.3	Education	\$10,148	\$5,160	\$12,000	\$12,000
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	<u>Other Admin Costs</u>	\$4,553	\$4,150	\$8,200	\$8,200
E-5.7	<u>Road Access Fees</u>	\$1,904	\$1,450	\$4,600	\$4,600
E-5.8	_____				
<b>E-6</b>	<b>TOTAL ADMINISTRATION</b>	\$179,361	\$177,023	\$193,800	\$193,800

# Proposed Budget

<b>OPERATIONS BUDGET</b>					
		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
<b>E-7</b>	<b>Personnel Services</b>				
E-7.1	Wages--Operations	\$403,449	\$411,337	\$437,275	\$437,275
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				
E-8.2	Other (Specify)				
E-8.3	Vehicle Expense	\$6,695	\$6,225	\$8,000	\$8,000
E-8.4	_____				
E-8.5	_____				
<b>E-9</b>	<b>Operating supplies (List)</b>				
E-9.1	Chemicals/lab supplies	\$19,645	\$16,999	\$19,000	\$19,000
E-9.2	Safety/sampling	\$2,694	\$10,781	\$4,400	\$4,400
E-9.3	Tools	\$2,577	\$2,340	\$3,000	\$3,000
E-9.4	Equipment Rental	\$0	\$376	\$600	\$600
E-9.5	_____				
<b>E-10</b>	<b>Program Services (List)</b>				
E-10.1	Building Maint	\$10,413	\$10,500	\$15,000	\$15,000
E-10.2	Sewer R&M	\$25,210	\$28,500	\$25,000	\$25,000
E-10.3	Water R&M	\$23,672	\$12,500	\$25,000	\$25,000
E-10.4	_____				
E-10.5	_____				
<b>E-11</b>	<b>Contractual Arrangements (List)</b>				
E-11.1	HVAC Maint	\$5,876	\$7,055	\$8,500	\$8,500
E-11.2	Engineering	\$2,182	\$6,078	\$6,000	\$6,000
E-11.3	_____				
E-11.4	_____				
E-11.5	_____				
<b>E-12</b>	<b>Other operations (Specify)</b>				
E-12.1	Utilities	\$65,638	\$66,075	\$72,000	\$72,000
E-12.2	Sludge Removal	\$3,393	\$3,531	\$6,000	\$6,000
E-12.3	Petroleum Products	\$933	\$3,531	\$6,000	\$6,000
E-12.4	Contingency	\$0	\$0	\$60,000	\$60,000
E-12.5	_____				
<b>E-13</b>	<b>TOTAL OPERATIONS</b>	<b>\$572,377</b>	<b>\$585,828</b>	<b>\$695,775</b>	<b>\$695,775</b>

# Proposed Budget

## INDIRECT COSTS BUDGET

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
<b>E-14</b>	<b>Insurance</b>				
E-14.1	Liability				
E-14.2	Buildings and vehicles				
E-14.3	Equipment				
E-14.4	Other (Specify)				
E-14.5	<u>Insurance</u>	\$35,557	\$34,904	\$35,000	\$35,000
E-14.6					
E-14.7					
<b>E-15</b>	<b>Indirect payroll costs:</b>				
E-15.1	FICA (Social Security) taxes	\$52,480	\$50,604	\$50,431	\$50,431
E-15.2	Workers Compensation				
E-15.3	Unemployment Taxes				
E-15.4	Retirement	\$59,952	\$59,960	\$63,803	\$63,803
E-15.5	Health Insurance	\$76,222	\$44,055	\$42,723	\$42,723
E-15.6	Other (Specify)				
E-15.7	<u>Housing Allowance</u>	\$37,400	\$37,400	\$43,200	\$43,200
E-15.8	<u>Clothing Allowance</u>	\$1,503	\$1,500	\$1,500	\$1,500
E-15.9					
<b>E-17</b>	<b>TOTAL INDIRECT COSTS</b>	<b>\$263,114</b>	<b>\$228,423</b>	<b>\$236,657</b>	<b>\$236,657</b>

## DEBT SERVICE BUDGET

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
<b>D-1</b>	<b>Debt Service</b>				
D-1.1	Principal				
D-1.2	Interest				
D-1.3	Fees				
<b>D-2</b>	<b>TOTAL DEBT SERVICE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# Proposed Budget

Aspens Pines Water & Sewer District  
**NAME OF DISTRICT/BOARD** \_\_\_\_\_

FYE 6/30/2021

## GENERAL FUNDS

		End of Year 2018-2019 Actual	Beginning 2019-2020 Estimated	Beginning 2020-2021 Proposed	Pending Approval
<b>C-1</b>	<b>Balances at Beginning of Fiscal Year</b>				
C-1.1	General Fund Checking Account Balance	\$110,018	\$110,018	\$100,000	\$100,000
C-1.2	Savings and Investments Account Balance	\$195,813	\$195,813	\$74,054	\$74,054
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds	\$915,385	\$915,385	\$1,000,000	\$1,000,000
C-1.5	Reserves (From Below)	\$0	\$0	\$0	\$0
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>	<b>\$1,221,216</b>	<b>\$1,221,216</b>	<b>\$1,174,054</b>	<b>\$1,174,054</b>
<b>C-2</b>	<b>General Fund Reductions:</b>				
C-2.1	a. Unpaid bills at FYE	\$4,601	\$5,000	\$5,000	\$5,000
C-2.2	b. Reserves	\$0	\$0	\$0	\$0
C-2.3	<b>Total Deductions (a+b)</b>	<b>\$4,601</b>	<b>\$5,000</b>	<b>\$5,000</b>	<b>\$5,000</b>
C-2.4	<b>Estimated Non-Restricted Funds Available</b>	<b>\$1,216,615</b>	<b>\$1,216,216</b>	<b>\$1,169,054</b>	<b>\$1,169,054</b>

## SINKING & DEBT SERVICE FUNDS

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
<b>C-3</b>					
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

## RESERVES

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
<b>C-4</b>					
C-4.1	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	<b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</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	\$0	\$0	\$0	\$0

## BOND FUNDS

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
<b>C-5</b>					
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>

