

Proposed Budget

Fox Park Improvement and Service District	
Budget Hearing Information	
P.O. Box 4027	Location: 2509 Cheryl
Gillette, WY 82718	Date: 7/17/2018
307-687-4817	Time: 5:30pm
Campbell County	Budget Prepared by: Noamie Niemitalo

S-A BUDGET MESSAGE W.S. 16-4-104(d)

Fox Park Improvement and Service District has \$198,641.00 in Reserves. It is anticipated that \$180,000 in reserves will be used in 2018/2019 to replace two pumps at the well, manufacture and install a new lid for the water tank. The board of directors have approved raising the base HOA fees by \$10 per person per month to help cover the upcoming financial impacts the district will experience. Expenses are going up with the anticipated inflation rate in most categories. The only category that increased substantially was in the Sewer System payment to the city. The city has announced it will increase rates by 5.5% each year for the at least the next 5 years, along with adjusting the base per meter by \$1.50 per month. They will also have a 10% increase in electricity rates the following fiscal year. The district also saw additional water usage this winter that will increase the base rate for the upcoming year. The district did not need to use as much in reserves to cover projects as planned. Work on the tank had to be delayed until the madison project is complete, so we can use City water while completing projects on the well. Financial policy remains the same. If any emergencies present themselves that would make expenses go over what is budgeted, the Board of Directors will follow policy and advertise the transfer of those funds before they are expended.

S-B RESERVE DESCRIPTION

The reserve is used replacement/capial expenses and any emergencies that could come up. All of the money in the reserves is not restricted or committed.

S-C

Names of Board Members	Date of End of Term
Jerry Martinez	March-20
Loretta Dowling	March-22
Lee Broyles	March-22

Does the district have regular office hours exceeding 20 hours per week?	No

If no above: Are the records on file with the County Clerk as required by W.S. 16-12-303(c)?

	Yes
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Where are the minutes of your board meeting available for public review?
 During the fiscal year located with the secretary of the board and copies and old minutes at 625 Par Dr.

How and where are the notices of meeting posted for the public?
 Letters are sent out to all new residents and an annual letter to remind all residents. Election and Budget meetings are also posted in the newspaper.

Where are the public meetings held?
 2509 Cheryl

PROPOSED BUDGET SUMMARY

OVERVIEW		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$111,247	\$131,510	\$143,711	\$143,711
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$2,296	\$13,806	-\$180,000	-\$180,000
S-4	Total General Fund and Forecasted Revenues Available	\$178,735	\$183,145	\$199,750	\$199,750
S-5	<i>Amount requested from County Commissioners</i>	\$0	\$0	\$0	\$0
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-7	Operating Revenues	\$147,902	\$146,824	\$172,450	\$172,450
S-8	Tax levy (From the County Treasurer)	\$0	\$0	\$0	\$0
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	\$4,596	\$10,084	\$2,300	\$2,300
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$152,498	\$156,908	\$174,750	\$174,750
FY 7/1/18-6/30/19		Fox Park Improvement and Service District			

EXPENDITURE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 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	\$14,226	\$17,279	\$15,454	\$15,454
S-18	Operations	\$91,273	\$108,306	\$122,063	\$122,063
S-19	Indirect Costs	\$5,748	\$5,925	\$6,194	\$6,194
S-20	Total Expenditures	\$111,247	\$131,510	\$143,711	\$143,711

DEBT SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$26,237	\$26,237	\$25,000	\$25,000
Summary of Reserve Funds					
S-23	Beginning Balance in Reserve Accounts				
S-24	a. Depreciation Reserve	\$182,589	\$184,885	\$198,691	\$198,691
S-25	b. Other Reserve	\$0	\$0	\$0	\$0
S-26	c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$182,589	\$184,885	\$198,691	\$198,691
S-27	Amount to be added				
S-28	a. Depreciation Reserve	\$40,464	\$25,490	\$0	\$0
S-29	b. Other Reserve	\$0	\$0	\$0	\$0
S-30	c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$40,464	\$25,490	\$0	\$0
S-31	Subtotal	\$223,053	\$210,375	\$198,691	\$198,691
S-32	Less Total to be spent	\$38,168	\$11,684	\$180,000	\$180,000
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$184,885	\$198,691	\$18,691	\$18,691

End of Summary

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

Date adopted by Special District 5/15/2018

DISTRICT ADDRESS: P.O. Box 4027
Gillette, WY 82718

PREPARED BY: Noamie Niemitalo

DISTRICT PHONE: 307-687-4817

Proposed Budget

Fox Park Improvement and Service District
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2019 _____

PROPERTY TAXES AND ASSESSMENTS

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
R-1	Property Taxes and Assessments Received				
R-1.1	Tax Levy (From the County Treasurer)				
R-1.2	Other County Support				

FORECASTED REVENUE

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
R-2	Revenues from Other Governments				
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	Total Government Support	\$0	\$0	\$0	\$0
R-3	Operating Revenues				
R-3.1	Customer Charges	\$143,632	\$142,574	\$168,200	\$168,200
R-3.2	Sales of Goods or Services				
R-3.3	Other Assessments	\$4,270	\$4,250	\$4,250	\$4,250
R-3.4	Total Operating Revenues	\$147,902	\$146,824	\$172,450	\$172,450
R-4	Grants				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies				
R-4.4	Total Grants	\$0	\$0	\$0	\$0
R-5	Miscellaneous Revenue				
R-5.1	Interest	\$507	\$497	\$300	\$300
R-5.2	Other: Specify _____ Restitution & Capital Credit	\$4,089	\$9,587	\$2,000	\$2,000
R-5.3	Other: Additional _____				
R-5.4	Total Miscellaneous	\$4,596	\$10,084	\$2,300	\$2,300
R-5.5	Total Forecasted Revenue	\$152,498	\$156,908	\$174,750	\$174,750
R-6	Other Forecasted Revenue				
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	Total Other Forecasted Revenue (a+b)	\$0	\$0	\$0	\$0

Proposed Budget

Fox Park Improvement and Service District
 NAME OF DISTRICT/BOARD

FYE 6/30/2019

CAPITAL OUTLAY BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
E-1	Capital Outlay				
E-1.1	Real Property				
E-1.2	Vehicles				
E-1.3	Office Equipment				
E-1.4	Other (Specify)				
E-1.5	_____				
E-1.6	_____				
E-1.7	_____				
E-1.8	TOTAL CAPITAL OUTLAY	\$0	\$0	\$0	\$0

ADMINISTRATION BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending 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	_____				
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	_____				
E-3.5	_____				
E-3.6	_____				
E-4	Contractual Services				
E-4.1	Legal		\$2,087		
E-4.2	Accounting/Auditing	\$12,320	\$12,320	\$12,320	\$12,320
E-4.3	Other (Specify)				
E-4.4	_____				
E-4.5	_____				
E-4.6	_____				
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$910	\$1,229	\$1,230	\$1,230
E-5.2	Office equipment, rent & repair		\$101	\$350	\$350
E-5.3	Education				
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	Postage	\$959	\$1,534	\$1,534	\$1,534
E-5.7	Bank charges	\$37	\$8	\$20	\$20
E-5.8	_____				
E-6	TOTAL ADMINISTRATION	\$14,226	\$17,279	\$15,454	\$15,454

Proposed Budget

Fox Park Improvement and Service District

FYE 6/30/2019

OPERATIONS BUDGET					
		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
E-7	Personnel Services				
E-7.1	Wages--Operations				
E-7.2	Service Contracts				
E-7.3	Other (Specify)				
E-7.4	_____				
E-7.5	_____				
E-7.6	_____				
E-8	Travel				
E-8.1	Mileage				
E-8.2	Other (Specify)				
E-8.3	_____				
E-8.4	_____				
E-8.5	_____				
E-9	Operating supplies (List)				
E-9.1	chlorine for well	\$3,094	\$3,245	\$3,245	\$3,245
E-9.2	well repairs	\$1,530	\$1,578	\$2,000	\$2,000
E-9.3	meter repairs	\$522	\$298	\$1,200	\$1,200
E-9.4	_____				
E-9.5	_____				
E-10	Program Services (List)				
E-10.1	Electricity-Well	\$18,807	\$19,525	\$20,000	\$20,000
E-10.2	City Sewer Payment	\$48,321	\$62,154	\$73,916	\$73,916
E-10.3	Electricity-Hall	\$574	\$569	\$580	\$580
E-10.4	Gas-Hall	\$496	\$775	\$775	\$775
E-10.5	_____				
E-11	Contractual Arrangements (List)				
E-11.1	Water Operator	\$13,970	\$15,015	\$15,200	\$15,200
E-11.2	Meter reading	\$1,974	\$2,820	\$2,820	\$2,820
E-11.3	_____				
E-11.4	_____				
E-11.5	_____				
E-12	Other operations (Specify)				
E-12.1	Compliance testing	\$1,985	\$2,327	\$2,327	\$2,327
E-12.2	_____				
E-12.3	_____				
E-12.4	_____				
E-12.5	_____				
E-13	TOTAL OPERATIONS	\$91,273	\$108,306	\$122,063	\$122,063

Proposed Budget

Fox Park Improvement and Service District

FYE 6/30/2019

INDIRECT COSTS BUDGET

			2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
E-14	Insurance					
E-14.1	Liability		\$3,445	\$2,871	\$3,500	\$3,500
E-14.2	Buildings and vehicles					
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	Answering service		\$2,172	\$2,172	\$2,172	\$2,172
E-14.6	lien & newspaper ads		\$131	\$882	\$522	\$522
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						
E-15.8						
E-15.9						
E-16	Depreciation Expenses					
E-17	TOTAL INDIRECT COSTS		\$5,748	\$5,925	\$6,194	\$6,194

DEBT SERVICE BUDGET

			2016-2017 Actual	2017-2018 Estimated	2018-2019 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

Fox Park Improvement and Service District
 NAME OF DISTRICT/BOARD

FYE 6/30/2019

GENERAL FUNDS

	End of Year	Beginning	Beginning	Pending Approval
	2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	
C-1 Balances at Beginning of Fiscal Year				
C-1.1 General Fund Checking Account Balance	\$26,237	\$26,237	\$25,000	\$25,000
C-1.2 Savings and Investments Account Balance		\$0		
C-1.3 General Fund CD Balance		\$0		
C-1.4 All Other Funds		\$0		
C-1.5 Reserves (From Below)	\$184,885	\$184,885	\$18,691	\$18,691
C-1.6 Total Estimated Cash and Investments on Hand	\$211,122	\$211,122	\$43,691	\$43,691
C-2 General Fund Reductions:				
C-2.1 a. Unpaid bills at FYE				
C-2.2 b. Reserves	\$184,885	\$198,691	\$18,691	\$18,691
C-2.3 Total Deductions (a+b)	\$184,885	\$198,691	\$18,691	\$18,691
C-2.4 Estimated Non-Restricted Funds Available	\$26,237	\$12,431	\$25,000	\$25,000

DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

	2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
C-3				
C-3.1 Beginning Balance in Reserve Account (end of previous year)	\$182,589	\$184,885	\$198,691	\$198,691
C-3.2 Date of Reserve Approval in Minutes: _____				
C-3.3 Amount to be added to the reserve	\$40,464	\$25,490		
C-3.4 Date of Reserve Approval in Minutes: <u>5/16/2017</u>				
C-3.5 SUB-TOTAL	\$223,053	\$210,375	\$198,691	\$198,691
C-3.6 Identify the amount to be spent from "Reserve for Capital Outlay"				
C-3.7 a. <u>tank inspection</u>	\$1,775			
C-3.8 b. <u>new siding, doors and rc</u>	\$13,689			
C-3.9 c. <u>See Additional Details</u>	\$22,704	\$11,684	\$180,000	\$180,000
C-3.10 Date of Reserve Approval in Minutes: _____				
C-3.11 TOTAL CAPITAL OUTLAY (a+b+c) +additional details	\$38,168	\$11,684	\$180,000	\$180,000
C-3.12 Balance to be retained in Depreciation Reserve Account	\$184,885	\$198,691	\$18,691	\$18,691

OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

	2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
C-4				
C-4.1 Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
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	\$0	\$0	\$0	\$0
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)	\$0	\$0	\$0	\$0
C-4.12 Balance to be retained in Other Reserve Account	\$0	\$0	\$0	\$0

ASSIGNED FUND BALANCE (EMERGENCY RESERVE - NOT COMMITTED)

	2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
C-5				
C-5.1 Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
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	\$0	\$0	\$0	\$0
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	\$0	\$0	\$0	\$0
C-5.9 TOTAL TO BE SPENT	\$38,168	\$11,684	\$180,000	\$180,000