

## Proposed Budget

Crestview Improvement & Service District	
Budget Hearing Information	
PO Box 1626	Location: 400 S Gillette Avenue, Suite 106, Gillette
Gillette, WY 82717	Date: 7/12/2018
307-685-8235	Time: 4:30 p.m.
Campbell County	Budget Prepared by: Helenanne Cathey

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

The District manages the streets, water, wastewater and covenants. The District's general fund is adequate to provide major repairs and system improvements as needed. The City has annexed Crestview Estates, so the District will no longer maintain streets or street lights. The regional connection was not done in 17-18, so the connection should be done this next fiscal year.

**S-B RESERVE DESCRIPTION**

The District has no reserves at this time.

**S-C**

Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week?
Allen Heinrich, President	Nov., 2018	<input type="checkbox"/> Yes
Loren Tucker, Sec./Treas.	Nov., 2018	
AnnaMarie Nebel, Vice Pres.	Nov., 2020	

**If Yes, enter**

Address of office: 400 S Gillette Ave., Suite 106  
 City, State, Zip: Gillette, WY 82716  
 Phone Number: 307-685-8235  
 Hours Open: Monday through Thursday 9 a.m. - 5 p.m. or later

Where are the minutes of your board meeting available for public review?  
 www.catheyconsulting.net and at the office listed above

How and where are the notices of meeting posted for the public?  
 www.catheyconsulting.net and in meeting minutes

Where are the public meetings held?  
 400 S Gillette Avenue, Suite 106, Gillette

## PROPOSED BUDGET SUMMARY

OVERVIEW		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-1	<b>Total Budgeted Expenditures</b>	\$119,131	\$163,298	\$179,754	\$179,754
S-2	<b>Total Principal to Pay on Debt</b>	\$41,675	\$43,841	\$58,956	\$58,956
S-3	<b>Total Change to Restricted Funds</b>	\$1,224	\$2,208	-\$16,998	-\$16,998
S-4	<b>Total General Fund and Forecasted Revenues Available</b>	\$788,129	\$783,679	\$788,595	\$788,595
S-5	<i>Amount requested from County Commissioners</i>	\$50,309	\$50,747	\$47,202	\$47,202
S-6	<b>Additional Funding Needed :</b>			\$0	\$0

REVENUE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-7	<b>Operating Revenues</b>	\$168,573	\$165,468	\$175,268	\$175,268
S-8	<b>Tax levy (From the County Treasurer)</b>	\$50,309	\$50,747	\$47,202	\$47,202
S-9	<b>Government Support</b>	\$2,175	\$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>	\$928	\$1,320	\$1,125	\$1,125
S-13	<b>Other Forecasted Revenue</b>	\$0	\$0	\$0	\$0

S-14	<b>Total Revenue</b>	\$221,985	\$217,535	\$223,595	\$223,595
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FY 7/1/18-6/30/19 Crestview Improvement & Service District

EXPENDITURE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-15	<b>Capital Outlay</b>	\$0	\$0	\$0	\$0
S-16	<b>Interest and Fees On Debt</b>	\$7,410	\$5,244	\$5,244	\$5,244
S-17	<b>Administration</b>	\$24,416	\$32,000	\$32,600	\$32,600
S-18	<b>Operations</b>	\$81,909	\$120,390	\$136,246	\$136,246
S-19	<b>Indirect Costs</b>	\$5,396	\$5,664	\$5,664	\$5,664

S-20	<b>Total Expenditures</b>	\$119,131	\$163,298	\$179,754	\$179,754
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DEBT SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-21	<b>Principal Paid on Debt</b>	\$41,675	\$43,841	\$58,956	\$58,956

CASH AND INVESTMENTS		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$566,144	\$566,144	\$565,000	\$565,000

**Summary of Reserve Funds**

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	\$0	\$0
S-26	c. Emergency Reserve (Cash)	\$96,888	\$98,112	\$100,320	\$100,320
	<b>Total Reserves (a+b+c)</b>	\$96,888	\$98,112	\$100,320	\$100,320
S-27	<b>Amount to be added</b>				
S-28	a. Depreciation Reserve	\$0	\$0	\$0	\$0
S-29	b. Other Reserve	\$0	\$0	\$0	\$0
S-30	c. Emergency Reserve (Cash)	\$50,309	\$51,293	\$47,202	\$47,202
	<b>Total to be added (a+b+c)</b>	\$50,309	\$51,293	\$47,202	\$47,202
S-31	<b>Subtotal</b>	\$147,197	\$149,405	\$147,522	\$147,522
S-32	<b>Less Total to be spent</b>	\$49,085	\$49,085	\$64,200	\$64,200
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	\$98,112	\$100,320	\$83,322	\$83,322

*End of Summary*

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

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

**DISTRICT ADDRESS:** PO Box 1626  
Gillette, WY 82717

**PREPARED BY:** Helenanne Cathey

**DISTRICT PHONE:** 307-685-8235

# Proposed Budget

Crestview Improvement & Service District

FYE 6/30/2019

NAME OF DISTRICT/BOARD \_\_\_\_\_

<b>PROPERTY TAXES AND ASSESSMENTS</b>
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		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
R-1	<b>Property Taxes and Assessments Received</b>				
R-1.1	Tax Levy (From the County Treasurer)	\$50,309	\$50,747	\$47,202	\$47,202
R-1.2	Other County Support				

<b>FORECASTED REVENUE</b>
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		2016-2017 Actual	2017-2018 Estimated	2018-2019 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) <u>County Grant</u>	\$2,175	\$0	\$0	
R-2.5	<b>Total Government Support</b>	\$2,175	\$0	\$0	\$0
R-3	<b>Operating Revenues</b>				
R-3.1	Customer Charges	\$148,545	\$148,768	\$148,768	\$148,768
R-3.2	Sales of Goods or Services				
R-3.3	Other Assessments	\$20,028	\$16,700	\$26,500	\$26,500
R-3.4	<b>Total Operating Revenues</b>	\$168,573	\$165,468	\$175,268	\$175,268
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	\$928	\$1,320	\$1,125	\$1,125
R-5.2	Other: Specify _____				
R-5.3	Other: Additional _____				
R-5.4	<b>Total Miscellaneous</b>	\$928	\$1,320	\$1,125	\$1,125
R-5.5	<b>Total Forecasted Revenue</b>	\$171,676	\$166,788	\$176,393	\$176,393
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

Crestview Improvement & Service District

FYE 6/30/2019

**NAME OF DISTRICT/BOARD**

## CAPITAL OUTLAY BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 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	_____				
E-1.6	_____				
E-1.7	_____				
E-1.8	<b>TOTAL CAPITAL OUTLAY</b>	\$0	\$0	\$0	\$0

## ADMINISTRATION BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 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				
E-4.2	Accounting/Auditing				
E-4.3	Other (Specify)				
E-4.4	_____				
E-4.5	_____				
E-4.6	_____				
<b>E-5</b>	<b>Other Administrative Expenses</b>				
E-5.1	Office Supplies				
E-5.2	Office equipment, rent & repair				
E-5.3	Education				
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	Total Administrative	\$24,416	\$32,000	\$32,600	\$32,600
E-5.7	_____				
E-5.8	_____				
<b>E-6</b>	<b>TOTAL ADMINISTRATION</b>	\$24,416	\$32,000	\$32,600	\$32,600

# Proposed Budget

**OPERATIONS BUDGET**

		2016-2017 Actual	2017-2018 Estimated	2018-2019 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				
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	_____				
E-9.2	_____				
E-9.3	_____				
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	_____				
E-11.2	_____				
E-11.3	_____				
E-11.4	_____				
E-11.5	_____				
<b>E-12</b>	<b>Other operations (Specify)</b>				
E-12.1	Total Operations	\$81,909	\$120,390	\$136,246	\$136,246
E-12.2	Miscellaneous				
E-12.3	_____				
E-12.4	_____				
E-12.5	_____				
<b>E-13</b>	<b>TOTAL OPERATIONS</b>	<b>\$81,909</b>	<b>\$120,390</b>	<b>\$136,246</b>	<b>\$136,246</b>

# Proposed Budget

## INDIRECT COSTS BUDGET

			2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>E-14</b>	<b>Insurance</b>					
E-14.1	Liability		\$5,396	\$5,664	\$5,664	\$5,664
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>		<b>\$5,396</b>	<b>\$5,664</b>	<b>\$5,664</b>	<b>\$5,664</b>

## DEBT SERVICE BUDGET

			2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>D-1</b>	<b>Debt Service</b>					
D-1.1	Principal		\$41,675	\$43,841	\$58,956	\$58,956
D-1.2	Interest		\$7,410	\$5,244	\$5,244	\$5,244
D-1.3	Fees					
<b>D-2</b>	<b>TOTAL DEBT SERVICE</b>		<b>\$49,085</b>	<b>\$49,085</b>	<b>\$64,200</b>	<b>\$64,200</b>

# Proposed Budget

Crestview Improvement & Service District  
 NAME OF DISTRICT/BOARD

FYE 6/30/2019

## GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>C-1</b>	<b>Balances at Beginning of Fiscal Year</b>				
C-1.1	General Fund Checking Account Balance	\$566,144	\$566,144	\$565,000	\$565,000
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)	\$98,112	\$98,112	\$83,322	\$83,322
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>	<b>\$664,256</b>	<b>\$664,256</b>	<b>\$648,322</b>	<b>\$648,322</b>
<b>C-2</b>	<b>General Fund Reductions:</b>				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$98,112	\$100,320	\$83,322	\$83,322
C-2.3	<b>Total Deductions (a+b)</b>	<b>\$98,112</b>	<b>\$100,320</b>	<b>\$83,322</b>	<b>\$83,322</b>
C-2.4	<b>Estimated Non-Restricted Funds Available</b>	<b>\$566,144</b>	<b>\$563,936</b>	<b>\$565,000</b>	<b>\$565,000</b>

## DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>C-3</b>					
C-3.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
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	<b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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	<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 in Depreciation Reserve Account	\$0	\$0	\$0	\$0

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

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>C-4</b>					
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	<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 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	<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 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
<b>C-5</b>					
C-5.1	Beginning Balance in Reserve Account (end of previous year)	\$96,888	\$98,112	\$100,320	\$100,320
C-5.2	Date of Reserve Approval in Minutes: _____				
C-5.3	Amount to be added to the reserve	\$50,309	\$51,293	\$47,202	\$47,202
C-5.4	Date of Reserve Approval in Minutes: _____				
C-5.5	<b>SUB-TOTAL</b>	<b>\$147,197</b>	<b>\$149,405</b>	<b>\$147,522</b>	<b>\$147,522</b>
C-5.6	Amount to be spent from Emergency Reserve (Cash)	\$49,085	\$49,085	\$64,200	\$64,200
C-5.7	Date of Reserve Approval in Minutes: _____				
C-5.8	Balance to be retained in Assigned Fund Balance	\$98,112	\$100,320	\$83,322	\$83,322
C-5.9	<b>TOTAL TO BE SPENT</b>	<b>\$49,085</b>	<b>\$49,085</b>	<b>\$64,200</b>	<b>\$64,200</b>