

## Proposed Budget

<b>American Road Water and Sewer District</b>	
Budget Hearing Information	
P.O. Box 2874	Location: Freedom Hills Fire Station, 1 Canary Rd, Gillette
Gillette, WY 82717	Date: 6/26/2023
307-685-8235	Time: 6:00 p.m.
Campbell County	Budget Prepared by: Helenanne Cathey

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

The District's water tank construction was completed in the last fiscal year. The District will commit \$19,005 to reserves each year to build back reserves after the tank project. This is the amount of the assessment which was added to the tax assessment for residents who could not pay the share of the water tank cost at the time of the project plus an amount from the general fund for those who prepaid their share of the cost. The assessment is for a total of 10 years. This will be the third year at this amount. An additional amount is including in this year's budget to transfer to reeserves as no major repairs are planned at this time.

**S-B RESERVE DESCRIPTION**

The District will commit \$19,005 to reserves each year to build back reserves after the tank project. This is the amount of the assessment which was added to the tax assessment for residents who could not pay the share of the water tank cost at the time of the project plus an amount from the general fund for those who prepaid their share of the cost. An additional amount is including in this year's budget to transfer to reeserves as no major repairs are planned at this time.

**S-C**

Names of Board Members	Date of End of Term
Valarie DuBeau, President	Nov., 2025
Tammie Jones, Vice President	Nov., 2023
Dick Hanes, Sec./ Treasurer	Nov., 2023
Diana Harden, Director	Nov., 2025
Gordon DuBeau, Director	Nov., 2023

Does the district have regular office hours exceeding 20 hours per week?	<b>Yes</b>
<b>If Yes, enter</b>	
Address of office:	400 S Gillette Ave., Suite 106
City, State, Zip:	Gillette, WY 82716
Phone Number:	307-685-8235
Hours Open:	Most Mondays thru Thursdays, 9 a.m. - 5 p.m.

Where are the minutes of your board meeting available for public review?  
 400 S Gillette Ave., Suite 106, Gillette or online at [www.catheyconsulting.net](http://www.catheyconsulting.net)

How and where are the notices of meeting posted for the public?  
 In meeting minutes and online at [www.catheyconsulting.net](http://www.catheyconsulting.net)

Where are the public meetings held?  
 Freedom Hills Fire Station (1 Canary Road, Gillette) or 400 S Gillette Ave., Suite 106, Gillette (Cathey Consulting)

## PROPOSED BUDGET SUMMARY

OVERVIEW		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-1	<b>Total Budgeted Expenditures</b>	\$325,680	\$90,387	\$168,285	\$168,285
S-2	<b>Total Principal to Pay on Debt</b>	\$0	\$0	\$0	\$0
S-3	<b>Total Change to Restricted Funds</b>	-\$130,995	\$19,005	\$23,930	\$23,930
S-4	<b>Total General Fund and Forecasted Revenues Available</b>	\$301,074	\$306,023	\$192,215	\$192,215
S-5	<i>Amount requested from County Commissioners</i>	\$18,772	\$18,781	\$19,005	\$19,005
S-6	<b>Additional Funding Needed :</b>			\$0	\$0
	<b>Projected Surplus:</b>			\$47,860	\$47,860

REVENUE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-7	<b>Operating Revenues</b>	\$60,232	\$68,140	\$64,540	\$64,540
S-8	<b>Tax levy (From the County Treasurer)</b>	\$18,772	\$18,781	\$19,005	\$19,005
S-9	<b>Government Support</b>	\$16,814	\$33,186	\$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>	\$4,055	\$3,720	\$3,920	\$3,920
S-13	<b>Other Forecasted Revenue</b>	\$0	\$0	\$0	\$0

S-14	<b>Total Revenue</b>	\$99,873	\$123,827	\$87,465	\$87,465
FY 7/1/23-6/30/24 American Road Water and Sewer District					

EXPENDITURE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-15	<b>Capital Outlay</b>	\$0	\$0	\$0	\$0
S-16	<b>Interest and Fees On Debt</b>	\$0	\$0	\$0	\$0
S-17	<b>Administration</b>	\$9,419	\$9,421	\$10,990	\$10,990
S-18	<b>Operations</b>	\$183,416	\$79,116	\$154,695	\$154,695
S-19	<b>Indirect Costs</b>	\$1,850	\$1,850	\$2,600	\$2,600
S-20R	<b>Expenditures paid by Reserves</b>	\$130,995	\$0	\$0	\$0
S-20	<b>Total Expenditures</b>	\$325,680	\$90,387	\$168,285	\$168,285

DEBT SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-21	<b>Principal Paid on Debt</b>	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$201,201	\$182,196	\$104,750	\$104,750

**Summary of Reserve Funds**

S-23	<b>Beginning Balance in Reserve Accounts</b>				
S-24	a. Sinking and Debt Service Funds	\$150,000	\$19,005	\$38,010	\$38,010
S-25	b. Reserves	\$0	\$0	\$0	\$0
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total Reserves (a+b+c)</b>	\$150,000	\$19,005	\$38,010	\$38,010
S-27	<b>Amount to be added</b>				
S-28	a. Sinking and Debt Service Funds	\$0	\$19,005	\$23,930	\$23,930
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>	\$0	\$19,005	\$23,930	\$23,930
S-31	<b>Subtotal</b>	\$150,000	\$38,010	\$61,940	\$61,940
S-32	<b>Less Total to be spent</b>	\$130,995	\$0	\$0	\$0
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	\$19,005	\$38,010	\$61,940	\$61,940

*End of Summary*

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

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

**DISTRICT ADDRESS:** P.O. Box 2874  
Gillette, WY 82717

**PREPARED BY:** Helenanne Cathey

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

# Proposed Budget

American Road Water and Sewer District  
 NAME OF DISTRICT/BOARD \_\_\_\_\_

FYE 6/30/2024 \_\_\_\_\_

## PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
<b>R-1 Property Taxes and Assessments Received</b>					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$18,772	\$18,781	\$19,005	\$19,005
R-1.2 Other County Support (see note on the right)	4005				

## FORECASTED REVENUE

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
<b>R-2 Revenues from Other Governments</b>					
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	\$16,814	\$33,186		
R-2.5 <b>Total Government Support</b>		\$16,814	\$33,186	\$0	\$0
<b>R-3 Operating Revenues</b>					
R-3.1 Customer Charges	4300	\$47,732	\$68,140	\$64,540	\$64,540
R-3.2 Sales of Goods or Services	4300				
R-3.3 Other Assessments	4503	\$12,500			
R-3.4 <b>Total Operating Revenues</b>		\$60,232	\$68,140	\$64,540	\$64,540
<b>R-4 Grants</b>					
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 <b>Total Grants</b>		\$0	\$0	\$0	\$0
<b>R-5 Miscellaneous Revenue</b>					
R-5.1 Interest	4501	\$2,135	\$1,800	\$2,000	\$2,000
R-5.2 Other: Specify <u>Collins</u>	4500	\$1,920	\$1,920	\$1,920	\$1,920
R-5.3 Other: Additional _____					
R-5.4 <b>Total Miscellaneous</b>		\$4,055	\$3,720	\$3,920	\$3,920
R-5.5 <b>Total Forecasted Revenue</b>		\$81,101	\$105,046	\$68,460	\$68,460
<b>R-6 Other Forecasted Revenue</b>					
R-6.1 a. Other past due as estimated by Co. Treas.	4004				
R-6.2 b. Other forecasted revenue (specify):					
R-6.3 _____	4500				
R-6.4 _____	4500				
R-6.5 _____					
R-6.6 <b>Total Other Forecasted Revenue (a+b)</b>		\$0	\$0	\$0	\$0

# Proposed Budget

American Road Water and Sewer District

FYE 6/30/2024

**NAME OF DISTRICT/BOARD**

## CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
<b>E-1 Capital Outlay</b>					
E-1.1 Real Property	6201				
E-1.2 Vehicles	6210				
E-1.3 Office Equipment	6211				
E-1.4 Other (Specify)					
E-1.5 _____	6200				
E-1.6 _____	6200				
E-1.7 _____					
E-1.8 <b>TOTAL CAPITAL OUTLAY</b>		\$0	\$0	\$0	\$0

## ADMINISTRATION BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
<b>E-2 Personnel Services</b>					
E-2.1 Administrator	7002				
E-2.2 Secretary	7003				
E-2.3 Clerical	7004				
E-2.4 Other (Specify)					
E-2.5 _____	7005				
E-2.6 _____	7005				
E-2.7 _____					
<b>E-3 Board Expenses</b>					
E-3.1 Travel	7011				
E-3.2 Mileage	7012				
E-3.3 Other (Specify)					
E-3.4 _____	7013				
E-3.5 _____	7013				
E-3.6 _____					
<b>E-4 Contractual Services</b>					
E-4.1 Legal	7021				
E-4.2 Accounting/Auditing	7022				
E-4.3 Other (Specify)					
E-4.4 _____	7023				
E-4.5 _____	7023				
E-4.6 _____					
<b>E-5 Other Administrative Expenses</b>					
E-5.1 Office Supplies	7031				
E-5.2 Office equipment, rent & repair	7032				
E-5.3 Education	7033				
E-5.4 Registrations	7034				
E-5.5 Other (Specify)					
E-5.6 <b>Total Administrative</b>	7035	\$9,419	\$9,421	\$10,990	\$10,990
E-5.7 _____	7035				
E-5.8 _____					
<b>E-6 TOTAL ADMINISTRATION</b>		\$9,419	\$9,421	\$10,990	\$10,990

# Proposed Budget

**OPERATIONS BUDGET**

		DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
<b>E-7</b>	<b>Personnel Services</b>					
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	_____					
<b>E-8</b>	<b>Travel</b>					
E-8.1	Mileage	7211				
E-8.2	Other (Specify)					
E-8.3	_____	7212				
E-8.4	_____	7212				
E-8.5	_____					
<b>E-9</b>	<b>Operating supplies (List)</b>					
E-9.1	_____	7220				
E-9.2	_____	7220				
E-9.3	_____	7220				
E-9.4	_____	7220				
E-9.5	_____					
<b>E-10</b>	<b>Program Services (List)</b>					
E-10.1	_____	7230				
E-10.2	_____	7230				
E-10.3	_____	7230				
E-10.4	_____	7230				
E-10.5	_____					
<b>E-11</b>	<b>Contractual Arrangements (List)</b>					
E-11.1	_____	7400				
E-11.2	_____	7400				
E-11.3	_____	7400				
E-11.4	_____	7400				
E-11.5	_____					
<b>E-12</b>	<b>Other operations (Specify)</b>					
E-12.1	Total Operations	7450	\$183,416	\$79,116	\$154,695	\$154,695
E-12.2	_____	7450				
E-12.3	_____	7450				
E-12.4	_____	7450				
E-12.5	_____					
<b>E-13</b>	<b>TOTAL OPERATIONS</b>		\$183,416	\$79,116	\$154,695	\$154,695

# Proposed Budget

American Road Water and Sewer District

FYE 6/30/2024

## INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
<b>E-14 Insurance</b>					
E-14.1 Liability	7502	\$1,850	\$1,850	\$2,600	\$2,600
E-14.2 Buildings and vehicles	7503				
E-14.3 Equipment	7504				
E-14.4 Other (Specify)					
E-14.5 _____	7505				
E-14.6 _____	7505				
E-14.7 _____					
<b>E-15 Indirect payroll costs:</b>					
E-15.1 FICA (Social Security) taxes	7511				
E-15.2 Workers Compensation	7512				
E-15.3 Unemployment Taxes	7513				
E-15.4 Retirement	7514				
E-15.5 Health Insurance	7515				
E-15.6 Other (Specify)					
E-15.7 _____	7516				
E-15.8 _____	7516				
E-15.9 _____					
<b>E-17 TOTAL INDIRECT COSTS</b>		\$1,850	\$1,850	\$2,600	\$2,600

## DEBT SERVICE BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
<b>D-1 Debt Service</b>					
D-1.1 Principal	6401				
D-1.2 Interest	6410				
D-1.3 Fees	6420				
<b>D-2 TOTAL DEBT SERVICE</b>		\$0	\$0	\$0	\$0

# Proposed Budget

American Road Water and Sewer District

FYE 6/30/2024

**NAME OF DISTRICT/BOARD**

**GENERAL FUNDS**

	DOA Chart of Accounts	End of Year	Beginning	Beginning	Pending Approval
		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	
<b>C-1 Balances at Beginning of Fiscal Year</b>					
C-1.1 General Fund Checking	1010	\$201,201	\$201,201	\$104,750	\$104,750
C-1.2 Savings and Investments	1040		\$0		
C-1.3 General Fund CD Balance	1050		\$0		
C-1.4 All Other Funds	1020		\$0		
C-1.5 Reserves (From Below)		\$19,005	\$19,005	\$61,940	\$61,940
C-1.6 <b>Total Estimated Cash and Investments on Hand</b>		\$220,206	\$220,206	\$166,690	\$166,690
<b>C-2 General Fund Reductions:</b>					
C-2.1 a. Unpaid bills at FYE	2010				
C-2.2 b. Reserves		\$19,005	\$38,010	\$61,940	\$61,940
C-2.3 <b>Total Deductions (a+b)</b>		\$19,005	\$38,010	\$61,940	\$61,940
C-2.4 <b>Estimated Non-Restricted Funds Available</b>		\$201,201	\$182,196	\$104,750	\$104,750

	DOA Chart of Accounts
<b>SINKING &amp; DEBT SERVICE FUNDS</b>	1070

	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
<b>C-3</b>				
C-3.1 Beginning Balance in Reserve Account (end of previous year)	\$150,000	\$19,005	\$38,010	\$38,010
C-3.2 <i>Date of Reserve Approval in Minutes:</i>				
C-3.3 Amount to be added to the reserve		\$19,005	\$23,930	\$23,930
C-3.4 <i>Date of Reserve Approval in Minutes:</i>				
C-3.5 <b>SUB-TOTAL</b>	\$150,000	\$38,010	\$61,940	\$61,940
C-3.6 Identify the amount and project to be spent				
C-3.7 a. _____	\$130,995			
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>	\$130,995	\$0	\$0	\$0
C-3.12 Balance to be retained	\$19,005	\$38,010	\$61,940	\$61,940

	1090
<b>RESERVES</b>	

	2021-2022 Actual	2022-2023 Estimated	2023-2024 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>	\$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 <b>TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>	\$0	\$0	\$0	\$0
C-4.12 Balance to be retained	\$0	\$0	\$0	\$0

	1060
<b>BOND FUNDS</b>	

	2021-2022 Actual	2022-2023 Estimated	2023-2024 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>	\$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 <b>TOTAL TO BE SPENT</b>	\$130,995	\$0	\$0	\$0