

# Final Budget

Grace Land Improvement and Service District	
Budget Hearing Information	
PO Box 2384	Location: 400 S Gillette Ave., Suite 106, Gillette
Gillette, WY 82717	Date: 7/1/2019
307-685-8235	Time: 6:30 p.m.
Campbell County	Budget Prepared by: Helenanne Cathey

S-A	BUDGET MESSAGE	W.S. 16-4-104(d)
Budget Message: The District manages the roads and water. There are no fee increases expected for this next fiscal year.		

S-B	RESERVE DESCRIPTION
The District maintains a reserve fund for eventual well replacement as well as other major water system improvements as needed.	

S-C		Does the district have regular office hours exceeding 20 hours per week?
<b>Names of Board Members</b>	<b>Date of End of Term</b>	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
David Jozwiak, President	Nov., 2020	<b>If Yes, enter</b>
Bo Leonard, Vice President	Nov., 2022	
Julie Fradette, Sec./Treas.	Nov., 2022	
		Address of office: 400 S Gillette Ave., Suite 106
		City, State, Zip: Gillette, WY 82717
		Phone Number: 307-685-8235
		Hours Open: Mon. - Thurs. 9-5

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

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

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

## FINAL BUDGET SUMMARY

OVERVIEW		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-1	<b>Total Budgeted Expenditures</b>	\$36,634	\$72,773	\$127,629	\$146,549
S-2	<b>Total Principal to Pay on Debt</b>	\$0	\$0	\$0	\$0
S-3	<b>Total Change to Restricted Funds</b>	\$0	\$15,950	\$15,950	\$15,950
S-4	<b>Total General Fund and Forecasted Revenues Available</b>	\$143,602	\$174,723	\$143,579	\$162,499
S-5	<i>Amount requested from County Commissioners</i>	\$18,000	\$27,900	\$27,900	\$27,900
S-6	<b>Additional Funding Needed :</b>			<b>\$0</b>	<b>\$0</b>

REVENUE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-7	<b>Operating Revenues</b>	\$37,461	\$42,308	\$42,650	\$43,570
S-8	<b>Tax levy (From the County Treasurer)</b>	\$18,000	\$27,900	\$27,900	\$27,900
S-9	<b>Government Support</b>	\$0	\$16,363	\$2,500	\$2,500
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>	\$84	\$95	\$87	\$18,087
S-13	<b>Other Forecasted Revenue</b>	\$0	\$0	\$0	\$0

S-14	<b>Total Revenue</b>	\$55,545	\$86,666	\$73,137	\$92,057
FY 7/1/19-6/30/20		Grace Land Improvement and Service District			

EXPENDITURE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final 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>	\$8,558	\$8,660	\$9,947	\$9,947
S-18	<b>Operations</b>	\$27,476	\$63,513	\$117,082	\$136,002
S-19	<b>Indirect Costs</b>	\$600	\$600	\$600	\$600
S-20R	<b>Expenditures paid by Reserves</b>	\$0	\$0	\$0	\$0
S-20	<b>Total Expenditures</b>	\$36,634	\$72,773	\$127,629	\$146,549

DEBT SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-21	<b>Principal Paid on Debt</b>	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$88,057	\$88,057	\$70,442	\$70,442
<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	\$15,950	\$15,950
S-26	c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	<b>Total Reserves (a+b+c)</b>	\$0	\$0	\$15,950	\$15,950
S-27	<b>Amount to be added</b>				
S-28	a. Depreciation Reserve	\$0	\$0	\$0	\$0
S-29	b. Other Reserve	\$0	\$15,950	\$15,950	\$15,950
S-30	c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	<b>Total to be added (a+b+c)</b>	\$0	\$15,950	\$15,950	\$15,950
S-31	<b>Subtotal</b>	\$0	\$15,950	\$31,900	\$31,900
S-32	<b>Less Total to be spent</b>	\$0	\$0	\$0	\$0
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	\$0	\$15,950	\$31,900	\$31,900

*End of Summary*

Julie Fradette  
 Budget Officer / District Official (if not same as "Submitted by")

Date adopted by Special District 7/1/2019

**DISTRICT ADDRESS:** PO Box 2384  
Gillette, WY 82717

**PREPARED BY:** Helenanne Cathey

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

# Final Budget

Grace Land Improvement and Service District  
**NAME OF DISTRICT/BOARD** \_\_\_\_\_

FYE 6/30/2020

<b>PROPERTY TAXES AND ASSESSMENTS</b>
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		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
R-1	<b>Property Taxes and Assessments Received</b>				
R-1.1	Tax Levy (From the County Treasurer)	\$18,000	\$27,900	\$27,900	\$27,900
R-1.2	Other County Support				

<b>FORECASTED REVENUE</b>
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		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final 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>	\$0	\$16,363	\$2,500	\$2,500
R-2.5	<b>Total Government Support</b>	\$0	\$16,363	\$2,500	\$2,500
R-3	<b>Operating Revenues</b>				
R-3.1	Customer Charges	\$37,461	\$42,308	\$42,650	\$43,570
R-3.2	Sales of Goods or Services				
R-3.3	Other Assessments				
R-3.4	<b>Total Operating Revenues</b>	\$37,461	\$42,308	\$42,650	\$43,570
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	\$84	\$95	\$87	\$87
R-5.2	Other: Specify <u>Receivables</u>				\$18,000
R-5.3	Other: Additional				
R-5.4	<b>Total Miscellaneous</b>	\$84	\$95	\$87	\$18,087
R-5.5	<b>Total Forecasted Revenue</b>	\$37,545	\$58,766	\$45,237	\$64,157
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

# Final Budget

Grace Land Improvement and Service District

FYE 6/30/2020

NAME OF DISTRICT/BOARD

## CAPITAL OUTLAY BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final 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

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final 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	\$8,558	\$8,660	\$9,947	\$9,947
E-5.7	_____				
E-5.8					
<b>E-6</b>	<b>TOTAL ADMINISTRATION</b>	\$8,558	\$8,660	\$9,947	\$9,947

# Final Budget

## OPERATIONS BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final 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 Water Operations	\$21,377	\$17,952	\$28,640	\$47,560
E-12.2	Total Roads Operations	\$6,099	\$45,561	\$18,000	\$18,000
E-12.3	Total Misc./Major Repairs			\$70,442	\$70,442
E-12.4	_____				
E-12.5	_____				
<b>E-13</b>	<b>TOTAL OPERATIONS</b>	<b>\$27,476</b>	<b>\$63,513</b>	<b>\$117,082</b>	<b>\$136,002</b>

# Final Budget

Grace Land Improvement and Service District

FYE 6/30/2020

## INDIRECT COSTS BUDGET

			2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>E-14</b>	<b>Insurance</b>					
E-14.1	Liability		\$600	\$600	\$600	\$600
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-17</b>	<b>TOTAL INDIRECT COSTS</b>		\$600	\$600	\$600	\$600

## DEBT SERVICE BUDGET

			2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final 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>		\$0	\$0	\$0	\$0

# Final Budget

Grace Land Improvement and Service District

FYE 6/30/2020

NAME OF DISTRICT/BOARD

## GENERAL FUNDS

	End of Year	Beginning	Beginning	Final Approval
	2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	
<b>C-1 Balances at Beginning of Fiscal Year</b>				
C-1.1 General Fund Checking Account Balance	\$88,057	\$88,057	\$70,442	\$70,442
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)	\$0	\$0	\$31,900	\$31,900
C-1.6 <b>Total Estimated Cash and Investments on Hand</b>	<b>\$88,057</b>	<b>\$88,057</b>	<b>\$102,342</b>	<b>\$102,342</b>
<b>C-2 General Fund Reductions:</b>				
C-2.1 a. Unpaid bills at FYE				
C-2.2 b. Reserves	\$0	\$15,950	\$31,900	\$31,900
C-2.3 <b>Total Deductions (a+b)</b>	<b>\$0</b>	<b>\$15,950</b>	<b>\$31,900</b>	<b>\$31,900</b>
C-2.4 <b>Estimated Non-Restricted Funds Available</b>	<b>\$88,057</b>	<b>\$72,107</b>	<b>\$70,442</b>	<b>\$70,442</b>

## SINKING & DEBT SERVICE FUNDS

	2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final 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 and project to be spent				
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	\$0	\$0	\$0	\$0

## RESERVES

	2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>C-4</b>				
C-4.1 Beginning Balance in Reserve Account (end of previous year)		\$0	\$15,950	\$15,950
C-4.2 Date of Reserve Approval in Minutes: _____				
C-4.3 Amount to be added to the reserve		\$15,950	\$15,950	\$15,950
C-4.4 Date of Reserve Approval in Minutes: _____				
C-4.5 <b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$15,950</b>	<b>\$31,900</b>	<b>\$31,900</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 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	\$0	\$15,950	\$31,900	\$31,900

## BOND FUNDS

	2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>C-5</b>				
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 <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 Date of Reserve Approval in Minutes: _____				
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>