

# Final Budget

NORTHWEST RURAL WATER DISTRICT	
Budget Hearing Information	
526 Stone Street	Location: District Office, 526 Stone Street, Cody, WY
Cody, Wyoming, 82414	Date: 12 July, 2022
307-527-4426	Time: 6:00 PM
Park County	Budget Prepared by: Tony Rutherford, District Manager

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

Over the past ~84 months, Northwest Rural Water District (NRWD) has increased water user rates and fees significantly. This has been necessary in order to address long overdue maintenance issues and to begin building much needed reserve funds. During the same time frame, NRWD has been able to leverage grants and low-interest rate loans from state and federal funding agencies. This, along with refinancing higher interest long-term loans at lower interest rates has resulted in NRWD realizing millions of dollars in savings through refinancing debt, making operation and administrative changes, and acquiring large grant funds. This has resulted in NRWD contributing to its reserve funds at a rate of approximately \$250,000 per year. Revenues will exceed expenditures again this year.

**S-B RESERVE DESCRIPTION**

NRWD currently has approximately \$3.2 M in reserve funds set aside for operations maintenance, funds for annual loan payments, and emergency reserves.

**S-C**

Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week? <span style="float: right; border: 1px solid black; padding: 2px;">Yes</span>
Jim Mentock	5/30/24	If Yes, enter Address of office: 526 Stone Street City, State, Zip: Cody, Wyoming 82414 Phone Number: 307-527-4426 Hours Open: 8:00 am to 5:00 pm; M-F
Josh Shorb	5/30/24	
Colleen Tippetts	5/30/24	
Casey Schatz	5/30/26	
Patti Umphlett	5/30/26	

Where are the minutes of your board meeting available for public review?  
 District Office

How and where are the notices of meeting posted for the public?  
 NRWD website, Rules, and local newspapers

Where are the public meetings held?  
 NRWD Office at 526 Stone Street, Cody, Wyoming; Second Tuesday of Each Month

## FINAL BUDGET SUMMARY

OVERVIEW		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$7,262,700	\$2,996,674	\$8,579,500	\$8,606,000
S-2	Total Principal to Pay on Debt	\$276,096	\$282,128	\$515,000	\$515,000
S-3	Total Change to Restricted Funds	\$0	\$0	\$0	\$0
S-4	Total General Fund and Forecasted Revenues Available	\$7,004,064	\$5,774,000	\$12,383,500	\$12,504,500
S-5	Amount requested from County Commissioners	\$0	\$0	\$0	\$0
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-7	Operating Revenues	\$2,899,800	\$2,920,000	\$2,867,000	\$2,898,000
S-8	Tax levy (From the County Treasurer)	\$0	\$0	\$0	\$0
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$1,645,764	\$390,000	\$6,038,000	\$6,023,000
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$18,500	\$24,000	\$528,500	\$543,500
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$4,564,064	\$3,334,000	\$9,433,500	\$9,464,500
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FY 7/1/22-6/30/23 NORTHWEST RURAL WATER DISTRICT

EXPENDITURE SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-15	Capital Outlay	\$5,069,000	\$637,500	\$6,088,000	\$6,088,000
S-16	Interest and Fees On Debt	\$133,600	\$127,674	\$133,000	\$133,000
S-17	Administration	\$521,200	\$506,500	\$514,500	\$517,500
S-18	Operations	\$1,281,850	\$1,440,000	\$1,522,500	\$1,544,000
S-19	Indirect Costs	\$257,050	\$285,000	\$321,500	\$323,500
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$7,262,700	\$2,996,674	\$8,579,500	\$8,606,000

DEBT SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-21	Principal Paid on Debt	\$276,096	\$282,128	\$515,000	\$515,000

CASH AND INVESTMENTS		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-22	TOTAL GENERAL FUNDS	\$2,440,000	\$2,440,000	\$2,950,000	\$3,040,000

**Summary of Reserve Funds**

S-23	Beginning Balance in Reserve Accounts				
S-24	a. Sinking and Debt Service Funds	\$309,000	\$309,000	\$309,000	\$309,600
S-25	b. Reserves	\$0	\$0	\$0	\$0
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total Reserves (a+b+c)</b>	\$309,000	\$309,000	\$309,000	\$309,600
S-27	Amount to be added				
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>	\$0	\$0	\$0	\$0
S-31	Subtotal	\$309,000	\$309,000	\$309,000	\$309,600
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$309,000	\$309,000	\$309,000	\$309,600

*End of Summary*

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

Date adopted by Special District 12 JULY, 2022

DISTRICT ADDRESS: 526 Stone Street  
Cody, Wyoming, 82414

PREPARED BY: Tony Rutherford, District Manager

DISTRICT PHONE: 307-527-4426

# Final Budget

NORTHWEST RURAL WATER DISTRICT  
 NAME OF DISTRICT/BOARD \_\_\_\_\_

FYE 6/30/2023

## PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
<b>R-1 Property Taxes and Assessments Received</b>					
R-1.1 Tax Levy (From the County Treasurer)	4001				
R-1.2 Other County Support (see note on the right)	4005				

## FORECASTED REVENUE

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final 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				
R-2.5 Total Government Support		\$0	\$0	\$0	\$0
<b>R-3 Operating Revenues</b>					
R-3.1 Customer Charges	4300	\$1,903,000	\$2,030,000	\$2,055,000	\$2,086,000
R-3.2 Sales of Goods or Services	4300	\$941,000	\$871,000	\$790,000	\$794,000
R-3.3 Other Assessments	4503	\$55,800	\$19,000	\$22,000	\$18,000
R-3.4 Total Operating Revenues		\$2,899,800	\$2,920,000	\$2,867,000	\$2,898,000
<b>R-4 Grants</b>					
R-4.1 Direct Federal Grants	4201				
R-4.2 Federal Grants thru State Agencies	4201	\$1,170,000	\$190,000	\$3,200,000	\$3,200,000
R-4.3 Grants from State Agencies	4211	\$475,764	\$200,000	\$2,838,000	\$2,823,000
R-4.4 Total Grants		\$1,645,764	\$390,000	\$6,038,000	\$6,023,000
<b>R-5 Miscellaneous Revenue</b>					
R-5.1 Interest	4501	\$6,500	\$6,000	\$7,500	\$7,500
R-5.2 Other: Specify <u>Miscellaneous</u>	4500	\$12,000	\$18,000	\$6,000	\$6,000
R-5.3 Other: See Additior <u>See Additional Details</u>				\$515,000	\$530,000
R-5.4 Total Miscellaneous		\$18,500	\$24,000	\$528,500	\$543,500
R-5.5 Total Forecasted Revenue		\$4,564,064	\$3,334,000	\$9,433,500	\$9,464,500
<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 Total Other Forecasted Revenue (a+b)		\$0	\$0	\$0	\$0

# Final Budget

NORTHWEST RURAL WATER DISTRICT  
 NAME OF DISTRICT/BOARD

FYE 6/30/2023

## CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
<b>E-1 Capital Outlay</b>					
E-1.1 Real Property	6201				
E-1.2 Vehicles	6210	\$89,000	\$87,500	\$50,000	\$65,000
E-1.3 Office Equipment	6211				
E-1.4 Other (Specify)					
E-1.5 Construction	6200	\$4,980,000	\$550,000	\$6,038,000	\$6,023,000
E-1.6 _____	6200				
E-1.7 _____					
E-1.8 <b>TOTAL CAPITAL OUTLAY</b>		\$5,069,000	\$637,500	\$6,088,000	\$6,088,000

## ADMINISTRATION BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
<b>E-2 Personnel Services</b>					
E-2.1 Administrator	7002	\$95,000	\$100,000	\$105,000	\$105,000
E-2.2 Secretary	7003	\$60,000	\$60,000	\$60,000	\$60,000
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	\$6,000	\$6,000	\$6,000	\$6,000
E-3.2 Mileage	7012				
E-3.3 Other (Specify)					
E-3.4 Advertising	7013	\$4,500	\$4,500	\$4,500	\$4,500
E-3.5 Printing & Postage	7013	\$15,200	\$19,500	\$19,000	\$20,000
E-3.6 see additional details		\$9,000	\$9,000	\$9,000	\$9,000
<b>E-4 Contractual Services</b>					
E-4.1 Legal	7021	\$6,000	\$6,000	\$6,000	\$6,000
E-4.2 Accounting/Auditing	7022	\$16,000	\$17,000	\$17,000	\$18,000
E-4.3 Other (Specify)					
E-4.4 Engineering	7023	\$35,000	\$30,000	\$34,000	\$34,000
E-4.5 Software & Support	7023	\$19,000	\$19,000	\$19,000	\$19,000
E-4.6 _____					
<b>E-5 Other Administrative Expenses</b>					
E-5.1 Office Supplies	7031	\$4,500	\$6,500	\$6,000	\$7,000
E-5.2 Office equipment, rent & repair	7032	\$3,000	\$3,000	\$3,000	\$3,000
E-5.3 Education	7033	\$4,000	\$6,000	\$6,000	\$6,000
E-5.4 Registrations	7034				
E-5.5 Other (Specify)					
E-5.6 Line Extensions	7035	\$30,000	\$20,000	\$20,000	\$20,000
E-5.7 New Tap Construction	7035	\$214,000	\$200,000	\$200,000	\$200,000
E-5.8 _____					
E-6 <b>TOTAL ADMINISTRATION</b>		\$521,200	\$506,500	\$514,500	\$517,500

# Final Budget

NORTHWEST RURAL WATER DISTRICT

FYE 6/30/2023

OPERATIONS BUDGET
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	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
<b>E-7 Personnel Services</b>					
E-7.1	Wages--Operations	7202 \$350,650	\$422,800	\$453,500	\$453,500
E-7.2	Service Contracts	7203			
E-7.3	Other (Specify)				
E-7.4	Fuel, Oil, & Maintenance	7204 \$35,000	\$50,000	\$50,000	\$70,000
E-7.5	Reimbursable Expenses	7204 \$4,200	\$4,200	\$5,000	\$5,000
E-7.6					
<b>E-8 Travel</b>					
E-8.1	Mileage	7211 \$6,000	\$6,000	\$6,000	\$6,000
E-8.2	Other (Specify)				
E-8.3		7212			
E-8.4		7212			
E-8.5					
<b>E-9 Operating supplies (List)</b>					
E-9.1	System Utilities	7220 \$60,000	\$70,000	\$75,000	\$75,000
E-9.2	Water Testing	7220 \$4,000	\$5,500	\$9,000	\$9,000
E-9.3	System O&M	7220 \$85,000	\$100,000	\$110,000	\$110,000
E-9.4	SCADA	7220 \$20,000	\$13,000	\$13,000	\$13,000
E-9.5					
<b>E-10 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 Contractual Arrangements (List)</b>					
E-11.1	Rent	7400 \$1,000	\$2,500	\$1,500	\$1,500
E-11.2	Water Purchased	7400 \$312,500	\$340,000	\$360,000	\$360,000
E-11.3	SMP Surcharge	7400 \$380,000	\$400,000	\$410,000	\$410,000
E-11.4		7400			
E-11.5					
<b>E-12 Other operations (Specify)</b>					
E-12.1	Banking Fees	7450 \$14,000	\$17,000	\$19,000	\$19,000
E-12.2	Recording Fees	7450 \$9,500	\$9,000	\$10,500	\$12,000
E-12.3		7450			
E-12.4		7450			
E-12.5					
<b>E-13 TOTAL OPERATIONS</b>		\$1,281,850	\$1,440,000	\$1,522,500	\$1,544,000

# Final Budget

NORTHWEST RURAL WATER DISTRICT

FYE 6/30/2023

## INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
<b>E-14</b>	<b>Insurance</b>				
E-14.1	Liability	\$9,000	\$9,000	\$10,000	\$11,000
E-14.2	Buildings and vehicles	\$12,500	\$20,000	\$20,000	\$21,000
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	\$30,500	\$31,000	\$35,000	\$35,000
E-15.2	Workers Compensation	\$4,050	\$5,000	\$6,500	\$6,500
E-15.3	Unemployment Taxes				
E-15.4	Retirement	\$76,000	\$85,000	\$100,000	\$100,000
E-15.5	Health Insurance	\$125,000	\$135,000	\$150,000	\$150,000
E-15.6	Other (Specify)				
E-15.7	_____				
E-15.8	_____				
E-15.9	_____				
<b>E-17</b>	<b>TOTAL INDIRECT COSTS</b>	<b>\$257,050</b>	<b>\$285,000</b>	<b>\$321,500</b>	<b>\$323,500</b>

## DEBT SERVICE BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
<b>D-1</b>	<b>Debt Service</b>				
D-1.1	Principal	\$276,096	\$282,128	\$515,000	\$515,000
D-1.2	Interest	\$133,600	\$127,674	\$133,000	\$133,000
D-1.3	Fees				
<b>D-2</b>	<b>TOTAL DEBT SERVICE</b>	<b>\$409,696</b>	<b>\$409,802</b>	<b>\$648,000</b>	<b>\$648,000</b>

# Final Budget

NORTHWEST RURAL WATER DISTRICT  
 NAME OF DISTRICT/BOARD \_\_\_\_\_

FYE 6/30/2023

## GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
<b>C-1</b>	<b>Balances at Beginning of Fiscal Year</b>				
C-1.1	General Fund Checking	\$50,000	\$50,000	\$50,000	\$50,000
C-1.2	Savings and Investments	\$2,390,000	\$2,390,000	\$2,900,000	\$2,990,000
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$309,000	\$309,000	\$309,000	\$309,600
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>	<b>\$2,749,000</b>	<b>\$2,749,000</b>	<b>\$3,259,000</b>	<b>\$3,349,600</b>
<b>C-2</b>	<b>General Fund Reductions:</b>				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$309,000	\$309,000	\$309,000	\$309,600
C-2.3	<b>Total Deductions (a+b)</b>	<b>\$309,000</b>	<b>\$309,000</b>	<b>\$309,000</b>	<b>\$309,600</b>
C-2.4	<b>Estimated Non-Restricted Funds Available</b>	<b>\$2,440,000</b>	<b>\$2,440,000</b>	<b>\$2,950,000</b>	<b>\$3,040,000</b>

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

		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
<b>C-3</b>	<b>Beginning Balance in Reserve Account (end of previous year)</b>	\$309,000	\$309,000	\$309,000	\$309,600
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>\$309,000</b>	<b>\$309,000</b>	<b>\$309,000</b>	<b>\$309,600</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	\$309,000	\$309,000	\$309,000	\$309,600

		DOA Chart of Accounts
<b>RESERVES</b>		<b>1090</b>

		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
<b>C-4</b>	<b>Beginning Balance in Reserve Account (end of previous year)</b>		\$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

		DOA Chart of Accounts
<b>BOND FUNDS</b>		<b>1060</b>

		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
<b>C-5</b>	<b>Beginning Balance in Reserve Account (end of previous year)</b>		\$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>