

Proposed Budget

Bennett Butte Cemetery District	
<small>Budget Hearing Information</small>	
<small>% 24 Hail Basin Rd</small>	<small>Location:</small> Clark Pioneer Recreation Center
<small>Powell, WY 82435</small>	<small>Date:</small> 7/12/2023
<small>307-645-3383 or 307-250-3297</small>	<small>Time:</small> 7:00 PM
<small>Park County</small>	<small>Budget Prepared by:</small> Cassandra Specht

<small>S-A</small>	BUDGET MESSAGE	<small>W.S. 16-12-403 (c)</small>
<p>The Bennett Butte Cemetery District is submitting the Proposed Budget of \$30,050 for the FY 2023-2024 budget year. The District does its yearly budget for grounds maintenance and equipment, any repairs or replacement of said equipment. Also, for utilities, insurance and Payroll of one Caretaker. The District will be considering rising costs of those items along with supplies. As with previous years, the District will continue to operate in a conservative manner.</p> <p>The District received an overpayment from the Park County Treasure's Office during the fiscal year of 2022-2023. The overpayment is approximately \$20,000. The amount is currently in our checking account. We are awaiting a instructions/bill from either the County or State on repayment. At that time funds will be sent and accounted for in Administration. The amount is accounted for in our current Proposed Budget but will not be in the funds being requested from the County.</p>		

<small>S-B</small>	RESERVE DESCRIPTION
N/A	

<small>S-C</small>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Names of Board Members</th> <th style="text-align: center;">Date of End of Term</th> </tr> </thead> <tbody> <tr><td>Rose Cox</td><td>11/13/24</td></tr> <tr><td>Jerry Ruth</td><td>11/13/24</td></tr> <tr><td>Rick Gorniak</td><td>11/13/24</td></tr> <tr><td>Tony Sansone</td><td>11/11/26</td></tr> <tr><td>Sandy Specht</td><td>11/11/26</td></tr> <tr><td>Jeannine Briggs</td><td>11/11/26</td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Names of Board Members	Date of End of Term	Rose Cox	11/13/24	Jerry Ruth	11/13/24	Rick Gorniak	11/13/24	Tony Sansone	11/11/26	Sandy Specht	11/11/26	Jeannine Briggs	11/11/26													<p>Does the district have regular office hours exceeding 20 hours per week? No</p> <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div> <div style="border: 1px solid black; height: 20px; margin-top: 5px;"></div>
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		<div style="border: 1px solid black; padding: 5px;"> W.S.16-12-303(c) requires special districts with office hours less than 20 per week to maintain copies of records at the county clerks office. Record format specified by county clerk. </div>																										

Where are the minutes of your board meeting available for public review?
 The current year, plus one year are at the home of Sandy Specht. All previous minutes are at Scott Kolpicke Attorney in Powell.

How and where are the notices of meeting posted for the public?
 Polsted at the Clark Recreation Center on the public board. 2nd Wednesday of each month.

Where are the public meetings held?
 Clark/Pioneer Recreation Center in Clark WY

PROPOSED BUDGET SUMMARY

OVERVIEW		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$19,851	\$25,250	\$50,050	\$50,050
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	\$0	-\$20,000	-\$20,000
S-4	Total General Fund and Forecasted Revenues Available	\$196,677	\$191,170	\$229,644	\$229,644
S-5	Amount requested from County Commissioners	\$32,257	\$25,750	\$30,050	\$30,050
S-6	Additional Funding Needed :			\$0	\$0
	Projected Surplus:			\$159,594	\$159,594

REVENUE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-7	Operating Revenues	\$0	\$0	\$0	\$0
S-8	Tax levy (From the County Treasurer)	\$32,257	\$25,750	\$30,050	\$30,050
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	\$120	\$120	\$120	\$120
S-13	Other Forecasted Revenue	\$0	\$1,000	\$0	\$0

S-14	Total Revenue	\$32,377	\$26,870	\$30,170	\$30,170
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Bennett Butte Cemetery District
FY 7/1/23-6/30/24

EXPENDITURE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-15	Capital Outlay	\$9,736	\$7,000	\$9,050	\$9,050
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$2,176	\$4,900	\$4,800	\$4,800
S-18	Operations	\$7,022	\$12,000	\$14,000	\$14,000
S-19	Indirect Costs	\$917	\$1,350	\$2,200	\$2,200
S-20R	Expenditures paid by Reserves	\$0	\$0	\$20,000	\$20,000
S-20	Total Expenditures	\$19,851	\$25,250	\$50,050	\$50,050

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

CASH AND INVESTMENTS		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$164,300	\$164,300	\$199,474	\$199,474

Summary of Reserve Funds

S-23	Beginning Balance in Reserve Accounts				
S-24	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-25	b. Reserves	\$0	\$0	\$0	\$0
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$0	\$0	\$0	\$0
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
	Total to be added (a+b+c)	\$0	\$0	\$0	\$0
S-31	Subtotal	\$0	\$0	\$0	\$0
S-32	Less Total to be spent	\$0	\$0	\$20,000	\$20,000
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$0	\$0	-\$20,000	-\$20,000

End of Summary

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

Date adopted by Special District _____

DISTRICT ADDRESS: % 24 Hail Basin Rd
Powell, WY 82435

PREPARED BY: Cassandra Specht

DISTRICT PHONE: 307-645-3383 or 307-250-3297

Proposed Budget

Bennett Butte Cemetery District

FYE 6/30/2024

NAME OF DISTRICT/BOARD

PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
R-1 Property Taxes and Assessments Received					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$32,257	\$25,750	\$30,050	\$30,050
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
R-2 Revenues from Other Governments					
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
R-3 Operating Revenues					
R-3.1 Customer Charges	4300				
R-3.2 Sales of Goods or Services	4300				
R-3.3 Other Assessments	4503				
R-3.4 Total Operating Revenues		\$0	\$0	\$0	\$0
R-4 Grants					
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 Total Grants		\$0	\$0	\$0	\$0
R-5 Miscellaneous Revenue					
R-5.1 Interest	4501				
R-5.2 Other: Specify <u>Abandon Lot Account/Ove</u>	4500	\$120	\$120	\$120	\$120
R-5.3 Other: Additional _____					
R-5.4 Total Miscellaneous		\$120	\$120	\$120	\$120
R-5.5 Total Forecasted Revenue		\$120	\$120	\$120	\$120
R-6 Other Forecasted Revenue					
R-6.1 a. Other past due as estimated by Co. Treas.	4004				
R-6.2 b. Other forecasted revenue (specify):					
R-6.3 Family Donation	4500		\$1,000		
R-6.4 _____	4500				
R-6.5 _____					
R-6.6 Total Other Forecasted Revenue (a+b)		\$0	\$1,000	\$0	\$0

Proposed Budget

Bennett Butte Cemetery District
NAME OF DISTRICT/BOARD

FYE 6/30/2024

CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
E-1	Capital Outlay				
E-1.1	Real Property	\$9,620			
E-1.2	Vehicles				
E-1.3	Office Equipment				
E-1.4	Other (Specify)				
E-1.5	Flowers/Memorial Placque	\$116		\$4,050	\$4,050
E-1.6	Equipment Replacement/Repair		\$7,000	\$5,000	\$5,000
E-1.7					
E-1.8	TOTAL CAPITAL OUTLAY	\$9,736	\$7,000	\$9,050	\$9,050

ADMINISTRATION BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 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	Website Maintenance	\$271	\$300	\$600	\$600
E-3.5					
E-3.6					
E-4	Contractual Services				
E-4.1	Legal	\$1,545	\$4,000	\$3,000	\$3,000
E-4.2	Accounting/Auditing				
E-4.3	Other (Specify)				
E-4.4	Computer Maint	\$0	\$250	\$500	\$500
E-4.5	Notices	\$35	\$150	\$200	\$200
E-4.6					
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$325	\$200	\$500	\$500
E-5.2	Office equipment, rent & repair				
E-5.3	Education				
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6					
E-5.7					
E-5.8					
E-6	TOTAL ADMINISTRATION	\$2,176	\$4,900	\$4,800	\$4,800

Proposed Budget

Bennett Butte Cemetery District

FYE 6/30/2024

OPERATIONS BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
E-7 Personnel Services					
E-7.1	Wages--Operations	\$3,812	\$6,000	\$7,500	\$7,500
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	Fertilizer, gas, weed killer	\$1,236	\$1,500	\$2,000	\$2,000
E-9.2	Shop Supplies, irrigation maint	\$286	\$1,000	\$1,500	\$1,500
E-9.3	_____				
E-9.4	_____				
E-9.5	_____				
E-10 Program Services (List)					
E-10.1	_____				
E-10.2	_____				
E-10.3	_____				
E-10.4	_____				
E-10.5	_____				
E-11 Contractual Arrangements (List)					
E-11.1	_____				
E-11.2	_____				
E-11.3	_____				
E-11.4	_____				
E-11.5	_____				
E-12 Other operations (Specify)					
E-12.1	Utilities	\$1,688	\$3,500	\$3,000	\$3,000
E-12.2	_____				
E-12.3	_____				
E-12.4	_____				
E-12.5	_____				
E-13 TOTAL OPERATIONS		\$7,022	\$12,000	\$14,000	\$14,000

Proposed Budget

Bennett Butte Cemetery District

FYE 6/30/2024

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
E-14 Insurance					
E-14.1 Liability	7502				
E-14.2 Buildings and vehicles	7503	\$690	\$1,000	\$2,000	\$2,000
E-14.3 Equipment	7504				
E-14.4 Other (Specify)					
E-14.5 Bond	7505	\$150	\$150	\$0	
E-14.6 _____	7505				
E-14.7 _____					
E-15 Indirect payroll costs:					
E-15.1 FICA (Social Security) taxes	7511				
E-15.2 Workers Compensation	7512	\$77	\$200	\$200	\$200
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 _____					
E-17 TOTAL INDIRECT COSTS		\$917	\$1,350	\$2,200	\$2,200

DEBT SERVICE BUDGET

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

Proposed Budget

Bennett Butte Cemetery 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	
C-1 Balances at Beginning of Fiscal Year					
C-1.1 General Fund Checking	1010	\$29,835	\$29,835	\$64,307	\$64,307
C-1.2 Savings and Investments	1040	\$83,385	\$83,385	\$83,958	\$83,958
C-1.3 General Fund CD Balance	1050	\$51,080	\$51,080	\$51,209	\$51,209
C-1.4 All Other Funds	1020		\$0		
C-1.5 Reserves (From Below)		\$0	\$0	-\$20,000	-\$20,000
C-1.6 Total Estimated Cash and Investments on Hand		\$164,300	\$164,300	\$179,474	\$179,474
C-2 General Fund Reductions:					
C-2.1 a. Unpaid bills at FYE	2010				
C-2.2 b. Reserves		\$0	\$0	-\$20,000	-\$20,000
C-2.3 Total Deductions (a+b)		\$0	\$0	-\$20,000	-\$20,000
C-2.4 Estimated Non-Restricted Funds Available		\$164,300	\$164,300	\$199,474	\$199,474

	DOA Chart of Accounts
SINKING & DEBT SERVICE FUNDS	1070

	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
C-3				
C-3.1 Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
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 SUB-TOTAL	\$0	\$0	\$0	\$0
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 TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-3.12 Balance to be retained	\$0	\$0	\$0	\$0

	1090
RESERVES	

	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
C-4				
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 SUB-TOTAL	\$0	\$0	\$0	\$0
C-4.6 Identify the amount and project to be spent				
C-4.7 a. To pay Overpayment Re			\$20,000	\$20,000
C-4.8 b. _____				
C-4.9 c. _____				
C-4.10 <i>Date of Reserve Approval in Minutes:</i>				
C-4.11 TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$20,000	\$20,000
C-4.12 Balance to be retained	\$0	\$0	-\$20,000	-\$20,000

	1060
BOND FUNDS	

	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
C-5				
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 SUB-TOTAL	\$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 TOTAL TO BE SPENT	\$0	\$0	\$20,000	\$20,000