

Proposed Budget

NORTHWEST RURAL WATER DISTRICT	
Budget Hearing Information	
526 Stone Street	Location: District Office, 526 Stone Street, Cody, WY
Cody, Wyoming 82414	Date: 11 July, 2023
307-527-4426	Time: 6:00 PM
Park County	Budget Prepared by: Tony Rutherford, District Manager

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

Northwest Rural Water District has worked tirelessly over the past several years to improve our financial position while addressing overdue maintenance and capacity improvement projects through the utilization of grants and low-interest rate loans from both state and federal funding entities. Major changes to the financial management of the District have resulted in contributing to reserve funds which was not a priority in the past. Reserves are healthier than they have been in the past, but there continues to be ground to cover with respect to meeting the goals of the District Board and Auditors recommendations. All the same, revenues will exceed expenditures once again this year.

S-B RESERVE DESCRIPTION

NRWD currently has approximately \$3.7 M in funds set aside for operations and maintenance, debt retirement, and emergency reserves.

S-C

Names of Board Members	Date of End of Term																						
Josh Shorb	5/30/24	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2">Does the district have regular office hours exceeding 20 hours per week?</td> <td style="text-align: center; border: 1px solid black;">Yes</td> </tr> <tr> <td colspan="3">If Yes, enter</td> </tr> <tr> <td>Address of office:</td> <td colspan="2">526 Stone Street</td> </tr> <tr> <td>City, State, Zip:</td> <td colspan="2">Cody, Wyoming 82414</td> </tr> <tr> <td>Phone Number:</td> <td colspan="2">307-527-4426</td> </tr> <tr> <td>Hours Open:</td> <td colspan="2">8:00 am to 5:00 pm; M-F</td> </tr> <tr> <td colspan="3" style="height: 40px;"></td> </tr> </table>	Does the district have regular office hours exceeding 20 hours per week?		Yes	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				
Does the district have regular office hours exceeding 20 hours per week?			Yes																				
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																						
Colleen Tippetts	5/30/24																						
Jim Mentock	5/30/24																						
Patti Umphlett	5/30/26																						
Casey Schatz	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 at 6:00 pm

PROPOSED BUDGET SUMMARY

OVERVIEW		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$2,996,674	\$4,710,001	\$7,119,029	\$7,119,029
S-2	Total Principal to Pay on Debt	\$282,128	\$287,800	\$498,472	\$498,472
S-3	Total Change to Restricted Funds	\$0	\$0	\$0	\$0
S-4	Total General Fund and Forecasted Revenues Available	\$6,374,000	\$8,310,250	\$11,215,000	\$11,215,000
S-5	<i>Amount requested from County Commissioners</i>	\$0	\$0	\$0	\$0
Additional Funding Needed :				\$0	\$0
Projected Surplus:				\$3,597,499	\$3,597,499

REVENUE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-7	Operating Revenues	\$2,920,000	\$2,928,950	\$2,974,000	\$2,974,000
S-8	Tax levy (From the County Treasurer)	\$0	\$0	\$0	\$0
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$390,000	\$2,236,500	\$4,450,000	\$4,450,000
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$24,000	\$104,800	\$391,000	\$391,000
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$3,334,000	\$5,270,250	\$7,815,000	\$7,815,000
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FY 7/1/23-6/30/24 NORTHWEST RURAL WATER DISTRICT

EXPENDITURE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-15	Capital Outlay	\$637,500	\$2,311,500	\$4,500,000	\$4,500,000
S-16	Interest and Fees On Debt	\$127,674	\$122,001	\$116,329	\$116,329
S-17	Administration	\$506,500	\$447,000	\$515,000	\$515,000
S-18	Operations	\$1,440,000	\$1,535,000	\$1,623,700	\$1,623,700
S-19	Indirect Costs	\$285,000	\$294,500	\$364,000	\$364,000
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$2,996,674	\$4,710,001	\$7,119,029	\$7,119,029

DEBT SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$282,128	\$287,800	\$498,472	\$498,472

CASH AND INVESTMENTS		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$3,040,000	\$3,040,000	\$3,400,000	\$3,400,000

Summary of Reserve Funds

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

End of Summary

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

Date adopted by Special District _____

DISTRICT ADDRESS: 526 Stone Street
Cody, Wyoming 82414

PREPARED BY: Tony Rutherford, District Manager

DISTRICT PHONE: 307-527-4426

Proposed Budget

NORTHWEST RURAL WATER 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
R-1 Property Taxes and Assessments Received					
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	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	\$2,030,000	\$2,108,000	\$2,160,000	\$2,160,000
R-3.2 Sales of Goods or Services	4300	\$871,000	\$807,250	\$805,000	\$805,000
R-3.3 Other Assessments	4503	\$19,000	\$13,700	\$9,000	\$9,000
R-3.4 Total Operating Revenues		\$2,920,000	\$2,928,950	\$2,974,000	\$2,974,000
R-4 Grants					
R-4.1 Direct Federal Grants	4201				
R-4.2 Federal Grants thru State Agencies	4201	\$190,000	\$1,721,100	\$2,090,000	\$2,090,000
R-4.3 Grants from State Agencies	4211	\$200,000	\$515,400	\$2,360,000	\$2,360,000
R-4.4 Total Grants		\$390,000	\$2,236,500	\$4,450,000	\$4,450,000
R-5 Miscellaneous Revenue					
R-5.1 Interest	4501	\$6,000	\$70,000	\$30,000	\$30,000
R-5.2 Other: Specify <u>Misc.</u>	4500	\$18,000	\$34,800	\$6,000	\$6,000
R-5.3 Other: See Additior <u>See Additional Details</u>				\$355,000	\$355,000
R-5.4 Total Miscellaneous		\$24,000	\$104,800	\$391,000	\$391,000
R-5.5 Total Forecasted Revenue		\$3,334,000	\$5,270,250	\$7,815,000	\$7,815,000
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 _____	4500				
R-6.4 _____	4500				
R-6.5 _____					
R-6.6 Total Other Forecasted Revenue (a+b)		\$0	\$0	\$0	\$0

Proposed Budget

NORTHWEST RURAL WATER 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	6201				
E-1.2 Vehicles	6210	\$87,500	\$75,000	\$50,000	\$50,000
E-1.3 Office Equipment	6211				
E-1.4 Other (Specify)					
E-1.5 Construction	6200	\$550,000	\$2,236,500	\$4,450,000	\$4,450,000
E-1.6 _____	6200				
E-1.7 _____					
E-1.8 TOTAL CAPITAL OUTLAY		\$637,500	\$2,311,500	\$4,500,000	\$4,500,000

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	7002	\$100,000	\$105,000	\$110,000	\$110,000
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 _____					
E-3 Board Expenses					
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	\$19,500	\$19,000	\$19,000	\$19,000
E-3.6 see additional details		\$9,000	\$9,000	\$9,000	\$9,000
E-4 Contractual Services					
E-4.1 Legal	7021	\$6,000	\$6,000	\$6,000	\$6,000
E-4.2 Accounting/Auditing	7022	\$17,000	\$18,000	\$19,000	\$19,000
E-4.3 Other (Specify)					
E-4.4 Engineering	7023	\$30,000	\$30,000	\$25,000	\$25,000
E-4.5 Software and Support	7023	\$19,000	\$27,500	\$20,000	\$20,000
E-4.6 _____					
E-5 Other Administrative Expenses					
E-5.1 Office Supplies	7031	\$6,500	\$8,000	\$7,500	\$7,500
E-5.2 Office equipment, rent & repair	7032	\$3,000	\$3,000	\$3,000	\$3,000
E-5.3 Education	7033	\$6,000	\$6,000	\$6,000	\$6,000
E-5.4 Registrations	7034				
E-5.5 Other (Specify)					
E-5.6 Line Extensions	7035	\$20,000	\$20,000	\$20,000	\$20,000
E-5.7 New Tap Construction	7035	\$200,000	\$125,000	\$200,000	\$200,000
E-5.8 _____					
E-6 TOTAL ADMINISTRATION		\$506,500	\$447,000	\$515,000	\$515,000

Proposed Budget

NORTHWEST RURAL WATER 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	7202 \$422,800	\$453,500	\$488,000	\$488,000
E-7.2	Service Contracts	7203			
E-7.3	Other (Specify)				
E-7.4	Fuel, Oil, & Maintenance	7204 \$50,000	\$70,000	\$70,000	\$70,000
E-7.5	Reimbursable Expenses	7204 \$4,200	\$5,000	\$4,200	\$4,200
E-7.6					
E-8	Travel				
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					
E-9	Operating supplies (List)				
E-9.1	System Utilities	7220 \$70,000	\$75,000	\$75,000	\$75,000
E-9.2	Water Testing	7220 \$5,500	\$9,000	\$10,000	\$10,000
E-9.3	System O&M	7220 \$100,000	\$110,000	\$110,000	\$110,000
E-9.4	SCADA	7220 \$13,000	\$13,000	\$13,000	\$13,000
E-9.5					
E-10	Program Services (List)				
E-10.1		7230			
E-10.2		7230			
E-10.3		7230			
E-10.4		7230			
E-10.5					
E-11	Contractual Arrangements (List)				
E-11.1	Rent	7400 \$2,500	\$2,500	\$1,500	\$1,500
E-11.2	Water Purchased	7400 \$340,000	\$350,000	\$400,000	\$400,000
E-11.3	SMP Surcharge	7400 \$400,000	\$410,000	\$415,000	\$415,000
E-11.4		7400			
E-11.5					
E-12	Other operations (Specify)				
E-12.1	Banking Fees	7450 \$17,000	\$19,000	\$19,000	\$19,000
E-12.2	Recording Fees	7450 \$9,000	\$12,000	\$12,000	\$12,000
E-12.3		7450			
E-12.4		7450			
E-12.5					
E-13	TOTAL OPERATIONS	\$1,440,000	\$1,535,000	\$1,623,700	\$1,623,700

Proposed Budget

NORTHWEST RURAL WATER 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	\$9,000	\$11,000	\$11,000	\$11,000
E-14.2 Buildings and vehicles	7503	\$20,000	\$21,000	\$21,000	\$21,000
E-14.3 Equipment	7504				
E-14.4 Other (Specify)					
E-14.5 _____	7505				
E-14.6 _____	7505				
E-14.7 _____					
E-15 Indirect payroll costs:					
E-15.1 FICA (Social Security) taxes	7511	\$31,000	\$32,000	\$36,000	\$36,000
E-15.2 Workers Compensation	7512	\$5,000	\$5,500	\$6,000	\$6,000
E-15.3 Unemployment Taxes	7513				
E-15.4 Retirement	7514	\$85,000	\$85,000	\$95,000	\$95,000
E-15.5 Health Insurance	7515	\$135,000	\$140,000	\$195,000	\$195,000
E-15.6 Other (Specify)					
E-15.7 _____	7516				
E-15.8 _____	7516				
E-15.9 _____					
E-17 TOTAL INDIRECT COSTS		\$285,000	\$294,500	\$364,000	\$364,000

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	\$282,128	\$287,800	\$498,472	\$498,472
D-1.2 Interest	6410	\$127,674	\$122,001	\$116,329	\$116,329
D-1.3 Fees	6420				
D-2 TOTAL DEBT SERVICE		\$409,802	\$409,801	\$614,801	\$614,801

Proposed Budget

NORTHWEST RURAL WATER DISTRICT
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2024

GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2021-2022	2022-2023	2023-2024	Pending
		Actual	Estimated	Proposed	Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking	\$50,000	\$50,000	\$50,000	\$50,000
C-1.2	Savings and Investments	\$2,990,000	\$2,990,000	\$3,350,000	\$3,350,000
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$309,600	\$309,600	\$309,600	\$309,600
C-1.6	Total Estimated Cash and Investments on Hand	\$3,349,600	\$3,349,600	\$3,709,600	\$3,709,600
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$309,600	\$309,600	\$309,600	\$309,600
C-2.3	Total Deductions (a+b)	\$309,600	\$309,600	\$309,600	\$309,600
C-2.4	Estimated Non-Restricted Funds Available	\$3,040,000	\$3,040,000	\$3,400,000	\$3,400,000

	DOA Chart of Accounts
SINKING & DEBT SERVICE FUNDS	1070

		2021-2022	2022-2023	2023-2024	Pending
		Actual	Estimated	Proposed	Approval
C-3	Beginning Balance in Reserve Account (end of previous year)	\$309,600	\$309,600	\$309,600	\$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	SUB-TOTAL	\$309,600	\$309,600	\$309,600	\$309,600
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	\$309,600	\$309,600	\$309,600	\$309,600

	DOA Chart of Accounts
RESERVES	1090

		2021-2022	2022-2023	2023-2024	Pending
		Actual	Estimated	Proposed	Approval
C-4	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. _____				
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	\$0	\$0
C-4.12	Balance to be retained	\$0	\$0	\$0	\$0

	DOA Chart of Accounts
BOND FUNDS	1060

		2021-2022	2022-2023	2023-2024	Pending
		Actual	Estimated	Proposed	Approval
C-5	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	\$0	\$0