

## Proposed Budget

<b>NORTHWEST RURAL WATER DISTRICT</b>	
<small>Budget Hearing Information</small>	
526 Stone Street	<b>Location:</b> District Office, 526 Stone Street, Cody, WY
Cody, Wyoming 82414	<b>Date:</b> 9 July, 2024
307-527-4426	<b>Time:</b> 6:00 PM
Park and Big Horn Counties	<b>Budget Prepared by:</b> Tony Rutherford, Manager

<small>S-A</small>	<b>BUDGET MESSAGE</b>	<small>W.S. 16-12-403 (c)</small>
<p>Northwest Rural Water District continues 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. NRWD continues to focus on bolstering reserve funds in order to meet the goals of the District Board as well as Auditor recommendations. In addition, NRWD was able to have the interest rates on most existing loans reduced from 2.5% to 1.5% reducing the annual debt obligation and realizing approximately \$60,000 per year in savings. And, unexpected interest revenue subsidized income levels. Revenues will again exceed expenditures in the new fiscal year.</p>		

<small>S-B</small>	<b>RESERVE DESCRIPTION</b>
<p>NRWD maintains reserve funds for depreciation, a general reserve for emergencies, and debt retirement. The District Board has established goals for each of these targeted funds through policy.</p>	

<small>S-C</small>		Does the district have regular office hours exceeding 20 hours per week? <span style="float: right; border: 1px solid black; padding: 2px;"><b>Yes</b></span>
	<small>If Yes, enter</small>	
	<small>Address of office:</small>	526 Stone Street
	<small>City, State, Zip:</small>	Cody, Wyoming, 82414
	<small>Phone Number:</small>	307-527-4426
	<small>Hours Open:</small>	7:30 am - 4:00 pm

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?  
 Jim Mentock Board Room at 526 Stone Street, Cody, Wyoming; Second Tuesday of Each Month at 6:00 pm

## PROPOSED BUDGET SUMMARY

OVERVIEW		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-1	<b>Total Budgeted Expenditures</b>	\$4,710,001	\$4,414,000	\$6,586,000	\$6,586,000
S-2	<b>Total Principal to Pay on Debt</b>	\$287,800	\$295,660	\$454,000	\$454,000
S-3	<b>Total Change to Restricted Funds</b>	\$0	\$3,548,000	\$200,000	\$200,000
S-4	<b>Total General Fund and Forecasted Revenues Available</b>	\$8,860,250	\$4,861,834	\$7,527,000	\$7,527,000
S-5	<i>Amount requested from County Commissioners</i>	\$0	\$0	\$0	\$0
S-6	<b>Additional Funding Needed :</b>			<b>\$0</b>	<b>\$0</b>
	<b>Projected Surplus:</b>			<b>\$287,000</b>	<b>\$287,000</b>

REVENUE SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-7	<b>Operating Revenues</b>	\$2,928,950	\$3,084,100	\$3,134,000	\$3,134,000
S-8	<b>Tax levy (From the County Treasurer)</b>	\$0	\$0	\$0	\$0
S-9	<b>Government Support</b>	\$0	\$0	\$0	\$0
S-10	<b>Grants</b>	\$2,236,500	\$1,530,000	\$3,410,000	\$3,410,000
S-11	<b>Other County Support (Not from Co. Treas.)</b>	\$0	\$0	\$0	\$0
S-12	<b>Miscellaneous</b>	\$104,800	\$205,734	\$431,000	\$431,000
S-13	<b>Other Forecasted Revenue</b>	\$0	\$0	\$0	\$0

S-14	<b>Total Revenue</b>	\$5,270,250	\$4,819,834	\$6,975,000	\$6,975,000
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FY 7/1/24-6/30/25 NORTHWEST RURAL WATER DISTRICT

EXPENDITURE SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-15	<b>Capital Outlay</b>	\$2,311,500	\$1,905,000	\$3,860,000	\$3,860,000
S-16	<b>Interest and Fees On Debt</b>	\$122,001	\$78,500	\$65,000	\$65,000
S-17	<b>Administration</b>	\$447,000	\$497,000	\$543,500	\$543,500
S-18	<b>Operations</b>	\$1,535,000	\$1,567,500	\$1,751,000	\$1,751,000
S-19	<b>Indirect Costs</b>	\$294,500	\$366,000	\$366,500	\$366,500
S-20R	<b>Expenditures paid by Reserves</b>	\$0	\$0	\$0	\$0
S-20	<b>Total Expenditures</b>	\$4,710,001	\$4,414,000	\$6,586,000	\$6,586,000

DEBT SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-21	<b>Principal Paid on Debt</b>	\$287,800	\$295,660	\$454,000	\$454,000

CASH AND INVESTMENTS		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$3,590,000	\$42,000	\$552,000	\$552,000

**Summary of Reserve Funds**

S-23	<b>Beginning Balance in Reserve Accounts</b>				
S-24	a. Sinking and Debt Service Funds	\$309,600	\$309,600	\$817,600	\$817,600
S-25	b. Reserves	\$0	\$0	\$3,040,000	\$3,040,000
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total Reserves (a+b+c)</b>	<b>\$309,600</b>	<b>\$309,600</b>	<b>\$3,857,600</b>	<b>\$3,857,600</b>
S-27	<b>Amount to be added</b>				
S-28	a. Sinking and Debt Service Funds	\$0	\$508,000	\$100,000	\$100,000
S-29	b. Reserves	\$0	\$3,040,000	\$100,000	\$100,000
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total to be added (a+b+c)</b>	<b>\$0</b>	<b>\$3,548,000</b>	<b>\$200,000</b>	<b>\$200,000</b>
S-31	<b>Subtotal</b>	\$309,600	\$3,857,600	\$4,057,600	\$4,057,600
S-32	<b>Less Total to be spent</b>	\$0	\$0	\$0	\$0
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	<b>\$309,600</b>	<b>\$3,857,600</b>	<b>\$4,057,600</b>	<b>\$4,057,600</b>

*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, Manager

**DISTRICT PHONE:** 307-527-4426

*Prepared in compliance with the Uniform Municipal Fiscal Procedures Act (W.S. 16-12-401 et seq.) as it applies.*

5/31/23 *Form approved by Wyoming Department of Audit, Public Funds Division*

# Proposed Budget

NORTHWEST RURAL WATER DISTRICT

FYE 6/30/2025

NAME OF DISTRICT/BOARD \_\_\_\_\_

<b>PROPERTY TAXES AND ASSESSMENTS</b>
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	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending 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				

<b>FORECASTED REVENUE</b>
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	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 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				
R-2.5 <b>Total Government Support</b>		\$0	\$0	\$0	\$0
<b>R-3 Operating Revenues</b>					
R-3.1 Customer Charges	4300	\$2,108,000	\$2,195,000	\$2,310,000	\$2,310,000
R-3.2 Sales of Goods or Services	4300	\$807,250	\$874,550	\$815,000	\$815,000
R-3.3 Other Assessments	4503	\$13,700	\$14,550	\$9,000	\$9,000
R-3.4 <b>Total Operating Revenues</b>		\$2,928,950	\$3,084,100	\$3,134,000	\$3,134,000
<b>R-4 Grants</b>					
R-4.1 Direct Federal Grants	4201				
R-4.2 Federal Grants thru State Agencies	4201	\$1,721,100	\$1,375,000	\$1,100,000	\$1,100,000
R-4.3 Grants from State Agencies	4211	\$515,400	\$155,000	\$2,310,000	\$2,310,000
R-4.4 <b>Total Grants</b>		\$2,236,500	\$1,530,000	\$3,410,000	\$3,410,000
<b>R-5 Miscellaneous Revenue</b>					
R-5.1 Interest	4501	\$70,000	\$150,000	\$50,000	\$50,000
R-5.2 Other: Specify <u>Misc.</u>	4500	\$34,800	\$55,734	\$6,000	\$6,000
R-5.3 Other: See Additior <u>See Additional Details</u>				\$375,000	\$375,000
R-5.4 <b>Total Miscellaneous</b>		\$104,800	\$205,734	\$431,000	\$431,000
R-5.5 <b>Total Forecasted Revenue</b>		\$5,270,250	\$4,819,834	\$6,975,000	\$6,975,000
<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

NORTHWEST RURAL WATER DISTRICT  
 NAME OF DISTRICT/BOARD

FYE 6/30/2025

## CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
<b>E-1 Capital Outlay</b>					
E-1.1 Real Property	6201				
E-1.2 Vehicles	6210	\$75,000	\$80,000	\$80,000	\$80,000
E-1.3 Office Equipment	6211				
E-1.4 Other (Specify)					
E-1.5 Construction	6200	\$2,236,500	\$1,825,000	\$3,780,000	\$3,780,000
E-1.6 _____	6200				
E-1.7 _____					
E-1.8 <b>TOTAL CAPITAL OUTLAY</b>		\$2,311,500	\$1,905,000	\$3,860,000	\$3,860,000

## ADMINISTRATION BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
<b>E-2 Personnel Services</b>					
E-2.1 Administrator	7002	\$105,000	\$107,000	\$120,000	\$120,000
E-2.2 Secretary	7003	\$60,000	\$55,000	\$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	\$10,000	\$4,500	\$4,500
E-3.5 Printing & Postage	7013	\$19,000	\$26,000	\$20,500	\$20,500
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	\$18,000	\$20,000	\$21,000	\$21,000
E-4.3 Other (Specify)					
E-4.4 Engineering	7023	\$30,000	\$35,000	\$25,000	\$25,000
E-4.5 Software and Support	7023	\$27,500	\$22,000	\$22,500	\$22,500
E-4.6 _____					
<b>E-5 Other Administrative Expenses</b>					
E-5.1 Office Supplies	7031	\$8,000	\$9,000	\$9,000	\$9,000
E-5.2 Office equipment, rent & repair	7032	\$3,000	\$3,000	\$1,000	\$1,000
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	\$125,000	\$150,000	\$200,000	\$200,000
E-5.8 see additional details			\$13,000	\$13,000	\$13,000
E-6 <b>TOTAL ADMINISTRATION</b>		\$447,000	\$497,000	\$543,500	\$543,500

# Proposed Budget

NORTHWEST RURAL WATER DISTRICT

FYE 6/30/2025

## OPERATIONS BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
<b>E-7</b>	<b>Personnel Services</b>				
E-7.1	Wages--Operations	7202 \$453,500	\$456,000	\$587,500	\$587,500
E-7.2	Service Contracts	7203			
E-7.3	Other (Specify)				
E-7.4	Fuel, Oil, & Maintenance	7204 \$70,000	\$70,000	\$70,000	\$70,000
E-7.5	Reimbursable Expenses	7204 \$5,000	\$4,000	\$3,000	\$3,000
E-7.6					
<b>E-8</b>	<b>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</b>	<b>Operating supplies (List)</b>				
E-9.1	System Utilities	7220 \$75,000	\$75,000	\$75,000	\$75,000
E-9.2	Water Testing	7220 \$9,000	\$10,000	\$10,000	\$10,000
E-9.3	System O&M	7220 \$110,000	\$115,000	\$115,000	\$115,000
E-9.4	SCADA	7220 \$13,000	\$30,000	\$30,000	\$30,000
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	Rent	7400 \$2,500	\$2,500	\$500	\$500
E-11.2	Water Purchased	7400 \$350,000	\$350,000	\$400,000	\$400,000
E-11.3	SMP Surcharge	7400 \$410,000	\$415,000	\$420,000	\$420,000
E-11.4		7400			
E-11.5					
<b>E-12</b>	<b>Other operations (Specify)</b>				
E-12.1	Banking Fees	7450 \$19,000	\$22,000	\$22,000	\$22,000
E-12.2	Recording Fees	7450 \$12,000	\$12,000	\$12,000	\$12,000
E-12.3		7450			
E-12.4		7450			
E-12.5					
<b>E-13</b>	<b>TOTAL OPERATIONS</b>	\$1,535,000	\$1,567,500	\$1,751,000	\$1,751,000

# Proposed Budget

NORTHWEST RURAL WATER DISTRICT

FYE 6/30/2025

## INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
<b>E-14 Insurance</b>					
E-14.1 Liability	7502	\$11,000	\$12,000	\$10,000	\$10,000
E-14.2 Buildings and vehicles	7503	\$21,000	\$22,000	\$24,000	\$24,000
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	\$32,000	\$36,000	\$39,000	\$39,000
E-15.2 Workers Compensation	7512	\$5,500	\$6,000	\$6,000	\$6,000
E-15.3 Unemployment Taxes	7513				
E-15.4 Retirement	7514	\$85,000	\$95,000	\$102,500	\$102,500
E-15.5 Health Insurance	7515	\$140,000	\$195,000	\$185,000	\$185,000
E-15.6 Other (Specify)					
E-15.7 _____	7516				
E-15.8 _____	7516				
E-15.9 _____					
<b>E-17 TOTAL INDIRECT COSTS</b>		<b>\$294,500</b>	<b>\$366,000</b>	<b>\$366,500</b>	<b>\$366,500</b>

## DEBT SERVICE BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
<b>D-1 Debt Service</b>					
D-1.1 Principal	6401	\$287,800	\$295,660	\$454,000	\$454,000
D-1.2 Interest	6410	\$122,001	\$78,500	\$65,000	\$65,000
D-1.3 Fees	6420				
<b>D-2 TOTAL DEBT SERVICE</b>		<b>\$409,801</b>	<b>\$374,160</b>	<b>\$519,000</b>	<b>\$519,000</b>

# Proposed Budget

NORTHWEST RURAL WATER DISTRICT  
 NAME OF DISTRICT/BOARD

FYE 6/30/2025

## GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2022-2023	2023-2024	2024-2025	Pending
		Actual	Estimated	Proposed	Approval
<b>C-1</b>	<b>Balances at Beginning of Fiscal Year</b>				
C-1.1	General Fund Checking	1010	\$50,000	\$50,000	\$50,000
C-1.2	Savings and Investments	1040	\$3,050,000	\$3,050,000	
C-1.3	General Fund CD Balance	1050	\$490,000	\$490,000	\$502,000
C-1.4	All Other Funds	1020	\$0	\$0	
C-1.5	Reserves (From Below)		\$309,600	\$309,600	\$4,057,600
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>		\$3,899,600	\$3,899,600	\$4,609,600
<b>C-2</b>	<b>General Fund Reductions:</b>				
C-2.1	a. Unpaid bills at FYE	2010			
C-2.2	b. Reserves		\$309,600	\$3,857,600	\$4,057,600
C-2.3	<b>Total Deductions (a+b)</b>		\$309,600	\$3,857,600	\$4,057,600
C-2.4	<b>Estimated Non-Restricted Funds Available</b>		\$3,590,000	\$42,000	\$552,000

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

		2022-2023	2023-2024	2024-2025	Pending
		Actual	Estimated	Proposed	Approval
<b>C-3</b>	<b>Beginning Balance in Reserve Account (end of previous year)</b>	\$309,600	\$309,600	\$817,600	\$817,600
C-3.2	<i>Date of Reserve Approval in Minutes:</i>				
C-3.3	Amount to be added to the reserve		\$508,000	\$100,000	\$100,000
C-3.4	<i>Date of Reserve Approval in Minutes:</i> 12/12/2023				
C-3.5	<b>SUB-TOTAL</b>	\$309,600	\$817,600	\$917,600	\$917,600
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	<b>TOTAL CAPITAL OUTLAY (a+b+c)</b>	\$0	\$0	\$0	\$0
C-3.12	Balance to be retained	\$309,600	\$817,600	\$917,600	\$917,600

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

		2022-2023	2023-2024	2024-2025	Pending
		Actual	Estimated	Proposed	Approval
<b>C-4</b>	<b>Beginning Balance in Reserve Account (end of previous year)</b>		\$0	\$3,040,000	\$3,040,000
C-4.2	<i>Date of Reserve Approval in Minutes:</i>				
C-4.3	Amount to be added to the reserve		\$3,040,000	\$100,000	\$100,000
C-4.4	<i>Date of Reserve Approval in Minutes:</i> 12/12/2023				
C-4.5	<b>SUB-TOTAL</b>	\$0	\$3,040,000	\$3,140,000	\$3,140,000
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	\$3,040,000	\$3,140,000	\$3,140,000

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

		2022-2023	2023-2024	2024-2025	Pending
		Actual	Estimated	Proposed	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>	\$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>	\$0	\$0	\$0	\$0