

Proposed Budget

Riverside Cemetery District	
Budget Hearing Information	
1721 Gulch St.	Location: Cemetery Office - 1721 Gulch St.
Cody, WY 82414	Date: 7/18/2024
(307) 587-6662	Time: 5:00 p.m.
Park County	Budget Prepared by: Cheryl L. Welch

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

The board is asking for **1.5 mills** this year. We are in the middle of our UV irrigation system install and will owe the remaining balance of approximately \$120,000. We did get our new work truck, and we updated the streets at Riverside Cemetery. We are also in the design phase of constructing a new office building. The current office is an old residence which is not ADA compliant, and we've had numerous electrical and plumbing repairs, so the board decided to build a new one at the same location. This will be around \$1,000,000 with the costs of building supplies and professional services. We feel between this mill levy and our current reserves we should be able to complete these projects.

S-B RESERVE DESCRIPTION

Reserves: For Depreciation Reserve for equipment, vehicles, unplanned large expenses which this year involves a new office.

S-C

Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week?
Tara L. Hart	2024	<input checked="" type="checkbox"/> Yes
Gary N. Williams	2024	
Chan Richard	2024	
Myles Haines	2026	
Rex Hayhurst	2026	
Cindi Durm	2026	

If Yes, enter

Address of office: 1721 Gulch St.

City, State, Zip: Cody, WY 82414

Phone Number: (307) 587-6662

Hours Open: 8:00 a.m. - 4:30 p.m.

Where are the minutes of your board meeting available for public review?
 Riverside Cemetery office

How and where are the notices of meeting posted for the public?
 Cemetery office, other than non-scheduled which is posted in Cody Enterprise

Where are the public meetings held?
 Riverside Cemetery office

PROPOSED BUDGET SUMMARY

OVERVIEW		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$829,633	\$1,811,472	\$1,628,026	\$1,628,026
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$467,048	\$177,637	-\$720,000	-\$720,000
S-4	Total General Fund and Forecasted Revenues Available	\$1,391,875	\$821,259	\$1,053,512	\$1,053,512
S-5	<i>Amount requested from County Commissioners</i>	\$1,121,000	\$720,000	\$820,000	\$620,000
S-6 Additional Funding Needed :				\$0	\$0
Projected Surplus:				\$145,486	\$145,486

REVENUE SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-7	Operating Revenues	\$31,600	\$35,000	\$47,200	\$47,200
S-8	Tax levy (From the County Treasurer)	\$1,121,000	\$720,000	\$820,000	\$820,000
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	\$46,379	\$51,000	\$50,000	\$50,000
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0
S-14	Total Revenue	\$1,198,979	\$806,000	\$917,200	\$917,200

Riverside Cemetery District
FY 7/1/24-6/30/25

EXPENDITURE SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-15	Capital Outlay	\$51,196	\$494,754	\$111,000	\$111,000
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$350,575	\$364,842	\$377,500	\$377,500
S-18	Operations	\$207,122	\$189,685	\$217,800	\$217,800
S-19	Indirect Costs	\$166,788	\$179,828	\$201,726	\$201,726
S-20R	Expenditures paid by Reserves	\$53,952	\$582,363	\$720,000	\$720,000
S-20	Total Expenditures	\$829,633	\$1,811,472	\$1,628,026	\$1,628,026

DEBT SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$192,896	\$15,259	\$136,312	\$136,312

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	\$1,973,256	\$2,440,304	\$2,617,941	\$2,617,941
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$1,973,256	\$2,440,304	\$2,617,941	\$2,617,941
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$521,000	\$760,000	\$0	\$0
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$521,000	\$760,000	\$0	\$0
S-31	Subtotal	\$2,494,256	\$3,200,304	\$2,617,941	\$2,617,941
S-32	Less Total to be spent	\$53,952	\$582,363	\$720,000	\$720,000
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$2,440,304	\$2,617,941	\$1,897,941	\$1,897,941

End of Summary

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

Date adopted by Special District _____

DISTRICT ADDRESS: 1721 Gulch St.
Cody, WY 82414

PREPARED BY: Cheryl L. Welch

DISTRICT PHONE: (307) 587-6662

Proposed Budget

Riverside Cemetery District
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2025

PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
R-1 Property Taxes and Assessments Received					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$1,121,000	\$720,000	\$820,000	\$820,000
R-1.2 Other County Support (see note on the right)	4005				

FORECASTED REVENUE

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 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	\$31,600	\$35,000	\$40,000	\$40,000
R-3.2 Sales of Goods or Services	4300				
R-3.3 Other Assessments	4503			\$7,200	\$7,200
R-3.4 Total Operating Revenues		\$31,600	\$35,000	\$47,200	\$47,200
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	\$46,379	\$51,000	\$50,000	\$50,000
R-5.2 Other: Specify _____	4500				
R-5.3 Other: Additional _____					
R-5.4 Total Miscellaneous		\$46,379	\$51,000	\$50,000	\$50,000
R-5.5 Total Forecasted Revenue		\$77,979	\$86,000	\$97,200	\$97,200
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

Riverside Cemetery 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
E-1	Capital Outlay				
E-1.1	Real Property	6201 \$833	\$40,955	\$50,000	\$50,000
E-1.2	Vehicles	6210 \$22,191	\$67,134	\$0	
E-1.3	Office Equipment	6211 \$800	\$388	\$1,000	\$1,000
E-1.4	Other (Specify)				
E-1.5	Streets & Driveways	6200 \$23,372	\$355,277	\$20,000	\$20,000
E-1.6	Engineering	6200 \$4,000	\$31,000	\$40,000	\$40,000
E-1.7					
E-1.8	TOTAL CAPITAL OUTLAY	\$51,196	\$494,754	\$111,000	\$111,000

ADMINISTRATION BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
E-2	Personnel Services				
E-2.1	Administrator	7002 \$340,000	\$350,000	\$360,000	\$360,000
E-2.2	Secretary	7003			
E-2.3	Clerical	7004 \$600	\$1,902	\$2,000	\$2,000
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			
E-3.2	Mileage	7012			
E-3.3	Other (Specify)				
E-3.4	Meetings, Trustee's Exp.	7013 \$2,500	\$4,300	\$5,000	\$5,000
E-3.5		7013			
E-3.6					
E-4	Contractual Services				
E-4.1	Legal	7021 \$55	\$75	\$1,000	\$1,000
E-4.2	Accounting/Auditing	7022 \$6,500	\$6,500	\$6,500	\$6,500
E-4.3	Other (Specify)				
E-4.4		7023			
E-4.5		7023			
E-4.6					
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	7031			
E-5.2	Office equipment, rent & repair	7032 \$800	\$400	\$1,300	\$1,300
E-5.3	Education	7033 \$120	\$1,665	\$1,700	\$1,700
E-5.4	Registrations	7034			
E-5.5	Other (Specify)				
E-5.6		7035			
E-5.7		7035			
E-5.8					
E-6	TOTAL ADMINISTRATION	\$350,575	\$364,842	\$377,500	\$377,500

Proposed Budget

Riverside Cemetery District

FYE 6/30/2025

OPERATIONS BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
E-7	Personnel Services				
E-7.1	Wages--Operations	7202 \$36,831	\$49,000	\$50,000	\$50,000
E-7.2	Service Contracts	7203			
E-7.3	Other (Specify)				
E-7.4	Bldg. Repairs	7204 \$17,808	\$10,300	\$10,000	\$10,000
E-7.5	Equip. & Misc. Repairs	7204 \$5,454	\$6,500	\$8,000	\$8,000
E-7.6					
E-8	Travel				
E-8.1	Mileage	7211			
E-8.2	Other (Specify)				
E-8.3		7212			
E-8.4		7212			
E-8.5					
E-9	Operating supplies (List)				
E-9.1	Off. Supp/Main./Repair	7220 \$16,402	\$18,300	\$20,000	\$20,000
E-9.2	Tools & Shop Supplies	7220 \$7,625	\$7,500	\$9,000	\$9,000
E-9.3	Hose & Water Line	7220 \$39,738	\$9,500	\$20,000	\$20,000
E-9.4	Fuel/Vehicle Main.	7220 \$27,129	\$30,000	\$35,000	\$35,000
E-9.5					
E-10	Program Services (List)				
E-10.1	Fert. & Weed Control	7230 \$2,480	\$1,785	\$5,000	\$5,000
E-10.2	Water	7230 \$1,371	\$1,200	\$1,800	\$1,800
E-10.3	Landscaping/Grounds Main.	7230 \$6,670	\$9,000	\$7,000	\$7,000
E-10.4	Grave Fill	7230 \$9,370	\$4,700	\$5,000	\$5,000
E-10.5					
E-11	Contractual Arrangements (List)				
E-11.1	Utilities - Electric	7400 \$25,370	\$27,000	\$30,000	\$30,000
E-11.2	Utilities - Gas	7400 \$9,502	\$5,300	\$6,000	\$6,000
E-11.3	Telephone/Internet/Security	7400 \$1,372	\$8,500	\$10,000	\$10,000
E-11.4		7400			
E-11.5					
E-12	Other operations (Specify)				
E-12.1	Equip. Rental	7450 \$0	\$1,100	\$1,000	\$1,000
E-12.2		7450			
E-12.3		7450			
E-12.4		7450			
E-12.5					
E-13	TOTAL OPERATIONS	\$207,122	\$189,685	\$217,800	\$217,800

Proposed Budget

Riverside Cemetery District

FYE 6/30/2025

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
E-14 Insurance					
E-14.1	Liability	7502 \$4,435	\$8,436	\$8,800	\$8,800
E-14.2	Buildings and vehicles	7503 \$17,040	\$9,100	\$11,000	\$11,000
E-14.3	Equipment	7504			
E-14.4	Other (Specify)				
E-14.5	Surety Bond	7505 \$226	\$226	\$226	\$226
E-14.6		7505			
E-14.7					
E-15 Indirect payroll costs:					
E-15.1	FICA (Social Security) taxes	7511 \$26,268	\$29,000	\$35,000	\$35,000
E-15.2	Workers Compensation	7512 \$9,099	\$9,500	\$12,000	\$12,000
E-15.3	Unemployment Taxes	7513 \$52	\$50	\$5,000	\$5,000
E-15.4	Retirement	7514 \$56,419	\$58,000	\$63,000	\$63,000
E-15.5	Health Insurance	7515 \$51,733	\$64,000	\$65,000	\$65,000
E-15.6	Other (Specify)				
E-15.7	State Taxes/Water Assess	7516 \$1,516	\$1,516	\$1,700	\$1,700
E-15.8		7516			
E-15.9					
E-17 TOTAL INDIRECT COSTS		\$166,788	\$179,828	\$201,726	\$201,726

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 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

Riverside Cemetery District

FYE 6/30/2025

NAME OF DISTRICT/BOARD

GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking	\$202,896	\$202,896	\$146,312	\$146,312
C-1.2	Savings and Investments		\$0		
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$2,440,304	\$2,440,304	\$1,897,941	\$1,897,941
C-1.6	Total Estimated Cash and Investments on Hand	\$2,643,200	\$2,643,200	\$2,044,253	\$2,044,253

C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE	\$10,000	\$10,000	\$10,000	\$10,000
C-2.2	b. Reserves	\$2,440,304	\$2,617,941	\$1,897,941	\$1,897,941
C-2.3	Total Deductions (a+b)	\$2,450,304	\$2,627,941	\$1,907,941	\$1,907,941
C-2.4	Estimated Non-Restricted Funds Available	\$192,896	\$15,259	\$136,312	\$136,312

		DOA Chart of Accounts
SINKING & DEBT SERVICE FUNDS		1070

		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
C-3	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

		DOA Chart of Accounts
RESERVES		1090

		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
C-4	Beginning Balance in Reserve Account (end of previous year)	\$1,973,256	\$2,440,304	\$2,617,941	\$2,617,941
C-4.2	<i>Date of Reserve Approval in Minutes:</i>				
C-4.3	Amount to be added to the reserve	\$521,000	\$760,000		
C-4.4	<i>Date of Reserve Approval in Minutes:</i>				
C-4.5	SUB-TOTAL	\$2,494,256	\$3,200,304	\$2,617,941	\$2,617,941
C-4.6	Identify the amount and project to be spent				
C-4.7	a. <u>Equipment/Mowers</u>	\$53,952	\$462,363		
C-4.8	b. <u>Paving, Truck/ UV unit</u>		\$80,000	\$120,000	\$120,000
C-4.9	c. <u>See Additional Details</u>		\$40,000	\$600,000	\$600,000
C-4.10	<i>Date of Reserve Approval in Minutes:</i>				
C-4.11	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$53,952	\$582,363	\$720,000	\$720,000
C-4.12	Balance to be retained	\$2,440,304	\$2,617,941	\$1,897,941	\$1,897,941

		DOA Chart of Accounts
BOND FUNDS		1060

		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending 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	\$53,952	\$582,363	\$720,000	\$720,000