

Final Budget

Valley View Drive Community Improvement and Service District	
Budget Hearing Information	
3203 Juniper Dr	Location: 3203 Juniper Dr
Laramie, WY 82070	Date: 7/11/2018
307.399.3678	Time: 6:00 p.m.
Albany County	Budget Prepared by: Karen Rhodine

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

In accordance with Wyoming Statutes, the Valley View Drive Community Improvement and Service District (VVDCIASD) has prepared a proposed budget for FY18. Historically, VVDCIASD has divided funds into two categories. The first category is a Service and Maintenance (S&M) and the second is Improvements. All funds received by the district are distributed into these two accounts with 30% allocated to S&M and 70% to improvements. In FY17, the community approved to transfer funds from the S&M account to bring a negative Improvements fund to zero. The second change was the creation of an emergency reserve account with a \$3,000 minimum balance. This was accomplished with a one-time distribution from the S&M fund.

Upon the transition between treasurers in 2017 a bank service fee started hitting. After gaining access to the account, I requested the bank refund the fees which they did, resulting in the credit seen in FY18.

On average the district collects \$8,000 per year. These funds will continue to be allocated to the S&M and Improvement funds at the above allocation %'s.

The board plans to meet in January 2019 to develop a plan and gather bids for work on Valley View Drive, following the original plan of the district to build drainage from Sage to the frontage road. Should the district be able to do both the next in line alley and intersection, \$20000 has been budgeted and the board will vote to move S&M funds to the improvement funds to do the work. If both the alley and intersection can't be done due to the budget, only the alley will be done this year.

This budget was adopted at the July 11, 2018 annual budget meeting.

S-B RESERVE DESCRIPTION

\$3000 is reserved for unforeseen emergencies within the district

S-C

Names of Board Members	Date of End of Term
Kim Buckner	6/30/19
Tim Monroe	6/30/21
Karen Rhodine	6/30/19

Does the district have regular office hours exceeding 20 hours per week?	<input type="checkbox"/> No

If no above: Are the records on file with the County Clerk as required by W.S. 16-12-10-1? Yes

Where are the minutes of your board meeting available for public review?
 3203 Ponderosa Lane, Laramie, WY 82070

How and where are the notices of meeting posted for the public?
 Laramie Boomerang newspaper and community mailbox postings

Where are the public meetings held?
 3203 Ponderosa Lane, Laramie, WY 82070

FINAL BUDGET SUMMARY

OVERVIEW		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$23,879	\$491	\$20,215	\$20,215
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$3,000	\$0	\$0	\$0
S-4	Total General Fund and Forecasted Revenues Available	\$21,212	\$16,507	\$26,407	\$26,407
S-5	Amount requested from County Commissioners	\$10,315	\$8,000	\$8,000	\$8,000
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
S-7	Operating Revenues	\$0	\$0	\$0	\$0
S-8	Tax levy (From the County Treasurer)	\$10,315	\$8,000	\$8,000	\$8,000
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	\$0	\$0	\$0	\$0
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$10,315	\$8,000	\$8,000	\$8,000
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FY 7/1/18-6/30/19 Valley View Drive Community Improvement and Service District

EXPENDITURE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
S-15	Capital Outlay	\$0	\$0	\$0	\$0
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$171	\$346	\$215	\$215
S-18	Operations	\$23,708	\$145	\$20,000	\$20,000
S-19	Indirect Costs	\$0	\$0	\$0	\$0

S-20	Total Expenditures	\$23,879	\$491	\$20,215	\$20,215
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DEBT SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
S-22	TOTAL GENERAL FUNDS	\$10,897	\$8,507	\$18,407	\$18,407

Summary of Reserve Funds

S-23	Beginning Balance in Reserve Accounts				
S-24	a. Depreciation Reserve	\$0	\$0	\$0	\$0
S-25	b. Other Reserve	\$0	\$0	\$0	\$0
S-26	c. Emergency Reserve (Cash)	\$0	\$3,000	\$3,000	\$3,000
	Total Reserves (a+b+c)	\$0	\$3,000	\$3,000	\$3,000
S-27	Amount to be added				
S-28	a. Depreciation Reserve	\$0	\$0	\$0	\$0
S-29	b. Other Reserve	\$0	\$0	\$0	\$0
S-30	c. Emergency Reserve (Cash)	\$3,000	\$0	\$0	\$0
	Total to be added (a+b+c)	\$3,000	\$0	\$0	\$0
S-31	Subtotal	\$3,000	\$3,000	\$3,000	\$3,000
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$3,000	\$3,000	\$3,000	\$3,000

End of Summary

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

Date adopted by Special District _____

DISTRICT ADDRESS: 3203 Juniper Dr
Laramie, WY 82070

PREPARED BY: Karen Rhodine

DISTRICT PHONE: 307.399.3678

Final Budget

Valley View Drive Community Improvement and Servic
NAME OF DISTRICT/BOARD

FYE 6/30/2019

PROPERTY TAXES AND ASSESSMENTS

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
R-1	Property Taxes and Assessments Received				
R-1.1	Tax Levy (From the County Treasurer)	\$10,315	\$8,000	\$8,000	\$8,000
R-1.2	Other County Support				

FORECASTED REVENUE

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
R-2	Revenues from Other Governments				
R-2.1	State Aid				
R-2.2	Additional County Aid (non-treasurer)				
R-2.3	City (or Town) Aid				
R-2.4	Other (Specify)				
R-2.5	Total Government Support	\$0	\$0	\$0	\$0
R-3	Operating Revenues				
R-3.1	Customer Charges				
R-3.2	Sales of Goods or Services				
R-3.3	Other Assessments				
R-3.4	Total Operating Revenues	\$0	\$0	\$0	\$0
R-4	Grants				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies				
R-4.4	Total Grants	\$0	\$0	\$0	\$0
R-5	Miscellaneous Revenue				
R-5.1	Interest				
R-5.2	Other: Specify				
R-5.3	Other: Additional				
R-5.4	Total Miscellaneous	\$0	\$0	\$0	\$0
R-5.5	Total Forecasted Revenue	\$0	\$0	\$0	\$0
R-6	Other Forecasted Revenue				
R-6.1	a. Other past due-as estimated by Co. Treas.				
R-6.2	b. Other forecasted revenue (specify):				
R-6.3	_____				
R-6.4	_____				
R-6.5	_____				
R-6.6	Total Other Forecasted Revenue (a+b)	\$0	\$0	\$0	\$0

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Valley View Drive Community Improvement and Service
NAME OF DISTRICT/BOARD

FYE 6/30/2019

CAPITAL OUTLAY BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
E-1	Capital Outlay				
E-1.1	Real Property				
E-1.2	Vehicles				
E-1.3	Office Equipment				
E-1.4	Other (Specify)				
E-1.5	_____				
E-1.6	_____				
E-1.7					
E-1.8	TOTAL CAPITAL OUTLAY	\$0	\$0	\$0	\$0

ADMINISTRATION BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final 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	Copying meeting material		\$6		
E-3.5	Newspaper Ads	\$128	\$213	\$215	\$215
E-3.6					
E-4	Contractual Services				
E-4.1	Legal				
E-4.2	Accounting/Auditing				
E-4.3	Other (Specify)				
E-4.4	_____				
E-4.5	_____				
E-4.6					
E-5	Other Administrative Expenses				
E-5.1	Office Supplies				
E-5.2	Office equipment, rent & repair				
E-5.3	Education				
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	Bank service charge	\$43	-\$43	\$0	
E-5.7	Bonding Fee		\$170	\$0	
E-5.8					
E-6	TOTAL ADMINISTRATION	\$171	\$346	\$215	\$215

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OPERATIONS BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
E-7	Personnel Services				
E-7.1	Wages--Operations				
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	Road Signs	\$583			
E-9.2	_____				
E-9.3	_____				
E-9.4	_____				
E-9.5	_____				
E-10	Program Services (List)				
E-10.1	County election fees		\$145		
E-10.2	_____				
E-10.3	_____				
E-10.4	_____				
E-10.5	_____				
E-11	Contractual Arrangements (List)				
E-11.1	Road improvements	\$22,825		\$20,000	\$20,000
E-11.2	Snowplowing	\$300			
E-11.3	_____				
E-11.4	_____				
E-11.5	_____				
E-12	Other operations (Specify)				
E-12.1	_____				
E-12.2	_____				
E-12.3	_____				
E-12.4	_____				
E-12.5	_____				
E-13	TOTAL OPERATIONS	\$23,708	\$145	\$20,000	\$20,000

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INDIRECT COSTS BUDGET

			2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
E-14	Insurance					
E-14.1	Liability					
E-14.2	Buildings and vehicles					
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	_____					
E-14.6	_____					
E-14.7						
E-15	Indirect payroll costs:					
E-15.1	FICA (Social Security) taxes					
E-15.2	Workers Compensation					
E-15.3	Unemployment Taxes					
E-15.4	Retirement					
E-15.5	Health Insurance					
E-15.6	Other (Specify)					
E-15.7	_____					
E-15.8	_____					
E-15.9						
E-16	Depreciation Expenses					
E-17	TOTAL INDIRECT COSTS		\$0	\$0	\$0	\$0

DEBT SERVICE BUDGET

			2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
D-1	Debt Service					
D-1.1	Principal					
D-1.2	Interest					
D-1.3	Fees					
D-2	TOTAL DEBT SERVICE		\$0	\$0	\$0	\$0

Final Budget

Valley View Drive Community Improvement and Servic
NAME OF DISTRICT/BOARD

FYE 6/30/2019

GENERAL FUNDS

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking Account Balance	\$10,897	\$8,507	\$18,407	\$18,407
C-1.2	Savings and Investments Account Balance				
C-1.3	General Fund CD Balance				
C-1.4	All Other Funds				
C-1.5	Reserves (From Below)	\$3,000	\$3,000	\$3,000	\$3,000
C-1.6	Total Estimated Cash and Investments on Hand	\$13,897	\$11,507	\$21,407	\$21,407
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$3,000	\$3,000	\$3,000	\$3,000
C-2.3	Total Deductions (a+b)	\$3,000	\$3,000	\$3,000	\$3,000
C-2.4	Estimated Non-Restricted Funds Available	\$10,897	\$8,507	\$18,407	\$18,407

DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
C-3	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
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 to be spent from "Reserve for Capital Outlay"				
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 in Depreciation Reserve Account	\$0	\$0	\$0	\$0

OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
C-4	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
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 from "Other"				
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 in Other Reserve Account	\$0	\$0	\$0	\$0

ASSIGNED FUND BALANCE (EMERGENCY RESERVE - NOT COMMITTED)

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
C-5	Beginning Balance in Reserve Account (end of previous year)	\$0	\$3,000	\$3,000	\$3,000
C-5.1	Beginning Balance in Reserve Account (end of previous year)	\$0	\$3,000	\$3,000	\$3,000
C-5.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.3	Amount to be added to the reserve	\$3,000	\$0	\$0	
C-5.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.5	SUB-TOTAL	\$3,000	\$3,000	\$3,000	\$3,000
C-5.6	Amount to be spent from Emergency Reserve (Cash)				
C-5.7	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.8	Balance to be retained in Assigned Fund Balance	\$3,000	\$3,000	\$3,000	\$3,000
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0