

## Proposed Budget

Rafter J Improvement and Service District	
Budget Hearing Information	
2951 W Big Trails Drive	<b>Location:</b> 2951 W Big Trails Drive Jackson WY
Jackson, WY 83001	<b>Date:</b> 6/15/2018
307-733-5262	<b>Time:</b> 7:00 PM
Teton County	<b>Budget Prepared by:</b> John Lotshaw, Treasurer

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

We do not expect any significant operational or financial changes for the upcoming fiscal year with the exception of installing water meters for a neighboring commercial development and implementing the water billing based on usage. We are continuing to plan for and reserve funds for major future capital projects.

The loan with Teton County will be paid off in June, 2018 which is the only outstanding debt. This results in a decrease in assessment revenue, interest expense and cash required for loan payments.

Budgeted expenses for FY19 have increased by approximately \$25,000 as compared to the prior year. This is largely a result of plans to replace aging and obsolete water meters.

Financial results from FY17 operations did not vary significantly from budgeted figures. The only significant line item variance was a \$19,640 increase in the cost of the Skidsteer. This variance was more than offset by savings in the other operational and capital areas of the budget.

**S-B RESERVE DESCRIPTION**

Reserved funds include \$200,000 reserved for infrastructure improvements and \$400,000 reserved for other projects.

**S-C**

Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week? <input type="checkbox"/> Yes
John Lotshaw	3/1/22	<p><b>If Yes, enter</b></p> <p>Address of office: 2951 W. Big Trails Drive</p> <p>City, State, Zip: Jackson, WY 83001</p> <p>Phone Number: 307-733-5262</p> <p>Hours Open: 8-5 Monday Thru Friday</p> <div style="border: 1px solid black; height: 30px; width: 100%; margin-top: 10px;"></div>
Brian Schilling	3/1/20	
A. Wayne Flittner	3/1/20	

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

How and where are the notices of meeting posted for the public?

Where are the public meetings held?

## PROPOSED BUDGET SUMMARY

OVERVIEW		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$292,340	\$273,974	\$428,565	\$428,565
S-2	Total Principal to Pay on Debt	\$78,200	\$77,336	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	\$50,000	\$50,000	\$50,000
S-4	Total General Fund and Forecasted Revenues Available	\$923,282	\$927,740	\$777,254	\$777,254
S-5	Amount requested from County Commissioners	\$312,246	\$306,675	\$215,225	\$215,225
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-7	Operating Revenues	\$131,575	\$141,645	\$148,603	\$148,603
S-8	Tax levy (From the County Treasurer)	\$312,246	\$306,675	\$215,225	\$215,225
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	\$908	\$867	\$867	\$867
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$444,729	\$449,187	\$364,695	\$364,695
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FY 7/1/18-6/30/19 Rafter J Improvement and Service District

EXPENDITURE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-15	Capital Outlay	\$50,362	\$49,640	\$120,000	\$120,000
S-16	Interest and Fees On Debt	\$5,552	\$4,003	\$0	\$0
S-17	Administration	\$16,778	\$35,150	\$37,000	\$37,000
S-18	Operations	\$211,050	\$177,288	\$263,325	\$263,325
S-19	Indirect Costs	\$8,598	\$7,893	\$8,240	\$8,240

S-20	Total Expenditures	\$292,340	\$273,974	\$428,565	\$428,565
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DEBT SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$78,200	\$77,336	\$0	\$0

CASH AND INVESTMENTS		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$478,553	\$478,553	\$412,559	\$412,559

### Summary of Reserve Funds

S-23	Beginning Balance in Reserve Accounts				
S-24	a. Depreciation Reserve	\$500,000	\$500,000	\$550,000	\$550,000
S-25	b. Other Reserve	\$0	\$0	\$0	\$0
S-26	c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	<b>Total Reserves (a+b+c)</b>	\$500,000	\$500,000	\$550,000	\$550,000
S-27	Amount to be added				
S-28	a. Depreciation Reserve	\$0	\$50,000	\$50,000	\$50,000
S-29	b. Other Reserve	\$0	\$0	\$0	\$0
S-30	c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	<b>Total to be added (a+b+c)</b>	\$0	\$50,000	\$50,000	\$50,000
S-31	Subtotal	\$500,000	\$550,000	\$600,000	\$600,000
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$500,000	\$550,000	\$600,000	\$600,000

*End of Summary*

Date adopted by Special District \_\_\_\_\_

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

DISTRICT ADDRESS: 2951 W Big Trails Drive  
Jackson, WY 83001

PREPARED BY: John Lotshaw, Treasurer

DISTRICT PHONE: 307-733-5262

# Proposed Budget

Rafter J Improvement and Service District

FYE 6/30/2019

NAME OF DISTRICT/BOARD

## PROPERTY TAXES AND ASSESSMENTS

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
R-1	<b>Property Taxes and Assessments Received</b>				
R-1.1	<b>Tax Levy (From the County Treasurer)</b>	\$312,246	\$306,675	\$215,225	\$215,225
R-1.2	Other County Support				

## FORECASTED REVENUE

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
R-2	<b>Revenues from Other Governments</b>				
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	<b>Total Government Support</b>	\$0	\$0	\$0	\$0
R-3	<b>Operating Revenues</b>				
R-3.1	Customer Charges	\$20,073	\$39,424	\$42,424	\$42,424
R-3.2	Sales of Goods or Services	\$111,502	\$102,221	\$106,179	\$106,179
R-3.3	Other Assessments				
R-3.4	<b>Total Operating Revenues</b>	\$131,575	\$141,645	\$148,603	\$148,603
R-4	<b>Grants</b>				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies				
R-4.4	<b>Total Grants</b>	\$0	\$0	\$0	\$0
R-5	<b>Miscellaneous Revenue</b>				
R-5.1	Interest	\$908	\$867	\$867	\$867
R-5.2	Other: Specify				
R-5.3	Other: Additional				
R-5.4	<b>Total Miscellaneous</b>	\$908	\$867	\$867	\$867
R-5.5	<b>Total Forecasted Revenue</b>	\$132,483	\$142,512	\$149,470	\$149,470
R-6	<b>Other Forecasted Revenue</b>				
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	<b>Total Other Forecasted Revenue (a+b)</b>	\$0	\$0	\$0	\$0

# Proposed Budget

Rafter J Improvement and Service District

FYE 6/30/2019

NAME OF DISTRICT/BOARD

## CAPITAL OUTLAY BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>E-1</b>	<b>Capital Outlay</b>				
E-1.1	Real Property				
E-1.2	Vehicles				
E-1.3	Office Equipment				
E-1.4	Other (Specify)				
E-1.5	<u>Water Meter Pits</u>	\$28,453			
E-1.6	<u>Water Pumps</u>	\$21,909			
E-1.7	see additional details		\$49,640	\$120,000	\$120,000
<b>E-1.8</b>	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$50,362</b>	<b>\$49,640</b>	<b>\$120,000</b>	<b>\$120,000</b>

## ADMINISTRATION BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>E-2</b>	<b>Personnel Services</b>				
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					
<b>E-3</b>	<b>Board Expenses</b>				
E-3.1	Travel				
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4	<u>Meals</u>	\$210	\$200	\$200	\$200
E-3.5	_____				
E-3.6	_____				
<b>E-4</b>	<b>Contractual Services</b>				
E-4.1	Legal	\$3,475	\$10,000	\$8,500	\$8,500
E-4.2	Accounting/Auditing	\$4,345	\$7,850	\$10,000	\$10,000
E-4.3	Other (Specify)				
E-4.4	<u>Engineering</u>	\$7,240	\$15,000	\$15,000	\$15,000
E-4.5	_____				
E-4.6	_____				
<b>E-5</b>	<b>Other Administrative Expenses</b>				
E-5.1	Office Supplies	\$391	\$450	\$450	\$450
E-5.2	Office equipment, rent & repair	\$0	\$300	\$300	\$300
E-5.3	Education				
E-5.4	Registrations	\$0	\$100	\$1,300	\$1,300
E-5.5	Other (Specify)				
E-5.6	<u>Postage</u>	\$1,117	\$1,250	\$1,250	\$1,250
E-5.7	_____				
E-5.8	_____				
<b>E-6</b>	<b>TOTAL ADMINISTRATION</b>	<b>\$16,778</b>	<b>\$35,150</b>	<b>\$37,000</b>	<b>\$37,000</b>

# Proposed Budget

<b>OPERATIONS BUDGET</b>					
		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>E-7</b>	<b>Personnel Services</b>				
E-7.1	Wages--Operations				
E-7.2	Service Contracts				
E-7.3	Other (Specify)				
E-7.4	_____				
E-7.5	_____				
E-7.6	_____				
<b>E-8</b>	<b>Travel</b>				
E-8.1	Mileage				
E-8.2	Other (Specify)				
E-8.3	_____				
E-8.4	_____				
E-8.5	_____				
<b>E-9</b>	<b>Operating supplies (List)</b>				
E-9.1	_____				
E-9.2	_____				
E-9.3	_____				
E-9.4	_____				
E-9.5	_____				
<b>E-10</b>	<b>Program Services (List)</b>				
E-10.1	Advertising	\$51	\$250	\$250	\$250
E-10.2	_____				
E-10.3	_____				
E-10.4	_____				
E-10.5	_____				
<b>E-11</b>	<b>Contractual Arrangements (List)</b>				
E-11.1	HOA Staff Reimbursemer	\$85,050	\$85,050	\$85,050	\$85,050
E-11.2	HOA Vehicle Usage	\$6,825	\$6,825	\$6,825	\$6,825
E-11.3	_____				
E-11.4	_____				
E-11.5	_____				
<b>E-12</b>	<b>Other operations (Specify)</b>				
E-12.1	Road Maintenance	\$28,472	\$8,582	\$19,500	\$19,500
E-12.2	Sewer System Maint	\$29,518	\$36,699	\$25,500	\$25,500
E-12.3	Water System Maint	\$61,134	\$39,882	\$66,200	\$66,200
E-12.4	Contingency Funds		\$0	\$60,000	\$60,000
E-12.5	_____				
<b>E-13</b>	<b>TOTAL OPERATIONS</b>	<b>\$211,050</b>	<b>\$177,288</b>	<b>\$263,325</b>	<b>\$263,325</b>

# Proposed Budget

Rafter J Improvement and Service District

FYE 6/30/2019

## INDIRECT COSTS BUDGET

			2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>E-14</b>	<b>Insurance</b>					
E-14.1	Liability		\$8,598	\$7,893	\$8,240	\$8,240
E-14.2	Buildings and vehicles					
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	_____					
E-14.6	_____					
E-14.7						
<b>E-15</b>	<b>Indirect payroll costs:</b>					
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						
<b>E-16</b>	<b>Depreciation Expenses</b>					
<b>E-17</b>	<b>TOTAL INDIRECT COSTS</b>		\$8,598	\$7,893	\$8,240	\$8,240

## DEBT SERVICE BUDGET

			2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>D-1</b>	<b>Debt Service</b>					
D-1.1	Principal		\$78,200	\$77,336	\$0	
D-1.2	Interest		\$5,552	\$4,003	\$0	
D-1.3	Fees					
<b>D-2</b>	<b>TOTAL DEBT SERVICE</b>		\$83,752	\$81,339	\$0	\$0

# Proposed Budget

Rafter J Improvement and Service District

FYE 6/30/2019

NAME OF DISTRICT/BOARD

## GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>C-1</b>	<b>Balances at Beginning of Fiscal Year</b>				
C-1.1	General Fund Checking Account Balance	\$65,423	\$65,423	\$65,000	\$65,000
C-1.2	Savings and Investments Account Balance	\$413,108	\$413,108	\$347,536	\$347,536
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds	\$23	\$23	\$23	\$23
C-1.5	Reserves (From Below)	\$500,000	\$500,000	\$600,000	\$600,000
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>	<b>\$978,553</b>	<b>\$978,553</b>	<b>\$1,012,559</b>	<b>\$1,012,559</b>
<b>C-2</b>	<b>General Fund Reductions:</b>				
C-2.1	a. Unpaid bills at FYE	\$5,163	\$5,000	\$5,000	\$5,000
C-2.2	b. Reserves	\$500,000	\$550,000	\$600,000	\$600,000
C-2.3	<b>Total Deductions (a+b)</b>	<b>\$505,163</b>	<b>\$555,000</b>	<b>\$605,000</b>	<b>\$605,000</b>
C-2.4	<b>Estimated Non-Restricted Funds Available</b>	<b>\$473,390</b>	<b>\$423,553</b>	<b>\$407,559</b>	<b>\$407,559</b>

## DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>C-3</b>					
C-3.1	Beginning Balance in Reserve Account (end of previous year)	\$500,000	\$500,000	\$550,000	\$550,000
C-3.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.3	Amount to be added to the reserve	\$0	\$50,000	\$50,000	\$50,000
C-3.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.5	<b>SUB-TOTAL</b>	<b>\$500,000</b>	<b>\$550,000</b>	<b>\$600,000</b>	<b>\$600,000</b>
C-3.6	Identify the amount to be spent from "Reserve for Capital Outlay"				
C-3.7	a. <u>See Additional Details</u>				
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>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-3.12	Balance to be retained in Depreciation Reserve Account	\$500,000	\$550,000	\$600,000	\$600,000

## OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>C-4</b>					
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	<b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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	<b>TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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	Pending Approval
<b>C-5</b>					
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	<b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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	\$0	\$0	\$0	\$0
C-5.9	<b>TOTAL TO BE SPENT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>