FY 7/1/18-6/30/19

Proposed Budget

ALPINE MEADOWS IMPROVEMENT & SERVICE DISTRICT

PO BOX 610
JACKSON, WY 83001
307-739-9090

Lincoln County

Budget Hearing Information

Location: 25 S. Willow #10A Jackson, WY 83001
Date: 5/22/2018
Time: 12:00PM

Budget Prepared by: JANE CHAPMAN

S-A BUDGET MESSAGE

W.S. 16-4-104(d)

The Alpine Meadows ISD has prepared the preliminary budget for the FY ending June 30, 2019.The budget is based on prior years' experience and projected cash flow requirements. The ISD is proposing annual dues of $550 for residential properties and $600 for commercial/business park properties.
The ISD has budgeted slightly higher open space irrigation expenses. The snow removal contract will be bid this summer/fall.
In the last year the ISD has continued to incorporate the guidelines of he Special District Accounting Handbook including banking and cash management protocols, maintaining signing authorities, ensuring that the Board and/or the Treasurer monitors and reviews revenues and expenditures and bank reconciliations on a monthly basis, reviewing the investment policy statement, and ensuring that the budget preparation and self-audit requirements are met.

S-B RESERVE DESCRIPTION

Alpine Meadows ISD is reserving funds for Chip Sealing of the subdivision roadways, that work is scheduled to by done in 2020, that reserve balance is $121,381 FYE 06/30/2018. The Alpine Meadows is also reserving funds for Noncompliance with CCR's, these funds are being reserved to help fund additional expenses incurred while enforcing existing CCR's. Balance FYE 06/30/2018 $3,000.00.

S-C

Names of Board Members	Date of End of Term
Laura Ladd	11/1/19
Jane Chapman	11/1/19
Kelley Tetrault	11/1/19
Amy Simkin	3/21/20
David Miller	3/21/20

Does the district have regular office hours exceeding 20 hours per week? Yes

If Yes, enter
Address of office: 25 S Willow #10A
City, State, Zip: Jackson, WY 83001
Phone Number: 307-739-9090
Hours Open: Monday-Friday 9AM-5PM

Where are the minutes of your board meeting available for public review?
District Office 25 S Willow, Jackson, WY

How and where are the notices of meeting posted for the public?
Local Newspaper on June 6th and Website, Email, and USPS

Where are the public meetings held?
District Office 25 S Willow, Jackson, WY

PROPOSED BUDGET SUMMARY

	OVERVIEW	2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-1	**Total Budgeted Expenditures**	$92,137	$83,030	$105,358	$105,358
S-2	**Total Principal to Pay on Debt**	$0	$0	$0	$0
S-3	**Total Change to Restricted Funds**	-$1,513	$14,486	$14,487	$14,487
S-4	**Total General Fund and Forecasted Revenues Available**	$154,538	$168,205	$190,266	$190,266
S-5	*Amount requested from County Commissioners*	$86,808	$100,467	$99,300	$99,300
S-6	**Additional Funding Needed :**			$0	$0

	REVENUE SUMMARY	2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-7	**Operating Revenues**	$9,742	$9,300	$10,000	$10,000
S-8	**Tax levy (From the County Treasurer)**	$86,808	$100,467	$99,300	$99,300
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**	$182	$631	$550	$550
S-13	**Other Forecasted Revenue**	$0	$0	$0	$0
S-14	**Total Revenue**	$96,732	$110,399	$109,850	$109,850

	EXPENDITURE SUMMARY	2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-15	**Capital Outlay**	$9,924	$0	$0	$0
S-16	**Interest and Fees On Debt**	$0	$0	$0	$0
S-17	**Administration**	$26,418	$20,424	$36,300	$36,300
S-18	**Operations**	$49,390	$56,202	$62,130	$62,130
S-19	**Indirect Costs**	$6,404	$6,404	$6,928	$6,928
S-20	**Total Expenditures**	$92,137	$83,030	$105,358	$105,358

	DEBT SUMMARY	2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-21	**Principal Paid on Debt**	$0	$0	$0	$0

	CASH AND INVESTMENTS	2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-22	**TOTAL GENERAL FUNDS**	$57,806	$57,806	$80,416	$80,416
	Summary of Reserve Funds				
S-23	**Beginning Balance in Reserve Accounts**				
S-24	a. Depreciation Reserve	$94,408	$107,895	$121,381	$121,381
S-25	b. Other Reserve	$0	$0	$0	$0
S-26	c. Emergency Reserve (Cash)	$17,000	$2,000	$3,000	$3,000
	Total Reserves (a+b+c)	$111,408	$109,895	$124,381	$124,381
S-27	**Amount to be added**				
S-28	a. Depreciation Reserve	$13,487	$13,486	$13,487	$13,487
S-29	b. Other Reserve	$0	$0	$0	$0
S-30	c. Emergency Reserve (Cash)	$1,000	$1,000	$1,000	$1,000
	Total to be added (a+b+c)	$14,487	$14,486	$14,487	$14,487
S-31	**Subtotal**	$125,895	$124,381	$138,868	$138,868
S-32	**Less Total to be spent**	$16,000	$0	$0	$0
S-33	**TOTAL RESERVES AT END OF FISCAL YEAR**	$109,895	$124,381	$138,868	$138,868

End of Summary

Jane J. Chapman

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

Date adopted by Special District _____

DISTRICT ADDRESS: PO BOX 610
JACKSON, WY 83001

PREPARED BY: JANE CHAPMAN

DISTRICT PHONE: 307-739-9090

Prepared in compliance with the Uniform Municipal Fiscal Procedures Act (W.S. 16-4-101 through 124) as it applies.

Proposed Budget

ALPINE MEADOWS IMPROVEMENT & SERVICE DIS
NAME OF DISTRICT/BOARD

FYE 6/30/2019

PROPERTY TAXES AND ASSESSMENTS

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
R-1	**Property Taxes and Assessments Received**				
R-1.1	**Tax Levy (From the County Treasurer)**	$86,808	$100,467	$99,300	$99,300
R-1.2	Other County Support				

FORECASTED REVENUE

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending 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	$5,300	$9,300	$10,000	$10,000
R-3.2	Sales of Goods or Services				
R-3.3	Other Assessments	$4,442			
R-3.4	**Total Operating Revenues**	$9,742	$9,300	$10,000	$10,000
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	$182	$631	$550	$550
R-5.2	Other: Specify				
R-5.3	Other: Additional				
R-5.4	**Total Miscellaneous**	$182	$631	$550	$550
R-5.5	**Total Forecasted Revenue**	$9,924	$9,931	$10,550	$10,550

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

Proposed Budget

ALPINE MEADOWS IMPROVEMENT & SERVICE DIST
NAME OF DISTRICT/BOARD

FYE 6/30/2019

CAPITAL OUTLAY BUDGET

			2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending 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		Pavillion Improvements	$9,924	$0		
E-1.6						
E-1.7						
E-1.8	**TOTAL CAPITAL OUTLAY**		$9,924	$0	$0	$0

ADMINISTRATION BUDGET

			2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending 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						
E-3.5						
E-3.6						
E-4	**Contractual Services**					
E-4.1		Legal				
E-4.2		Accounting/Auditing	$6,811	$7,413	$10,000	$10,000
E-4.3		Other (Specify)				
E-4.4		Professional Fees	$18,529	$12,630	$25,000	$25,000
E-4.5		Website Maintenance	$773	$200	$800	$800
E-4.6						
E-5	**Other Administrative Expenses**					
E-5.1		Office Supplies	$111	$0	$275	$275
E-5.2		Office equipment, rent & repair				
E-5.3		Education				
E-5.4		Registrations	$25	$25	$25	$25
E-5.5		Other (Specify)				
E-5.6		Postage	$170	$157	$200	$200
E-5.7						
E-5.8						
E-6	**TOTAL ADMINISTRATION**		$26,418	$20,424	$36,300	$36,300

Proposed Budget

ALPINE MEADOWS IMPROVEMENT & SERVICE DIST

FYE 6/30/2019

OPERATIONS BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending 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					
E-9.2					
E-9.3					
E-9.4					
E-9.5					
E-10	**Program Services (List)**				
E-10.1	Weed Control	$7,102	$8,500	$8,500	$8,500
E-10.2	Open Space Irrigation	$6,899	$8,412	$9,000	$9,000
E-10.3	Road Maintenance			$500	$500
E-10.4					
E-10.5					
E-11	**Contractual Arrangements (List)**				
E-11.1	Snow Removal	$32,000	$34,000	$34,000	$34,000
E-11.2	Building Review	$3,260	$5,160	$10,000	$10,000
E-11.3	Property Management	$0	$0		
E-11.4					
E-11.5					
E-12	**Other operations (Specify)**				
E-12.1	Property Taxes	$129	$129	$130	$130
E-12.2					
E-12.3					
E-12.4					
E-12.5					
E-13	**TOTAL OPERATIONS**	$49,390	$56,202	$62,130	$62,130

Proposed Budget

ALPINE MEADOWS IMPROVEMENT & SERVICE DIST

FYE 6/30/2019

INDIRECT COSTS BUDGET

			2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
E-14	**Insurance**					
E-14.1		Liability	$2,818	$2,818	$3,000	$3,000
E-14.2		Buildings and vehicles				
E-14.3		Equipment				
E-14.4		Other (Specify)				
E-14.5		Director	$500	$500	$500	$500
E-14.6		Crime	$359	$359	$400	$400
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**		$2,727	$2,727	$3,028	$3,028
E-17	**TOTAL INDIRECT COSTS**		$6,404	$6,404	$6,928	$6,928

DEBT SERVICE BUDGET

			2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending 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

Proposed Budget

ALPINE MEADOWS IMPROVEMENT & SERVICE DIS
NAME OF DISTRICT/BOARD

FYE 6/30/2019

GENERAL FUNDS

		End of Year 2016-2017 Actual	Beginning 2017-2018 Estimated	Beginning 2018-2019 Proposed	Pending Approval
C-1	**Balances at Beginning of Fiscal Year**				
C-1.1	General Fund Checking Account Balance	$57,806	$57,806	$80,416	$80,416
C-1.2	Savings and Investments Account Balance		$0		
C-1.3	General Fund CD Balance		$0		
C-1.4	All Other Funds		$0		
C-1.5	Reserves (From Below)	$109,895	$109,895	$138,868	$138,868
C-1.6	**Total Estimated Cash and Investments on Hand**	$167,701	$167,701	$219,284	$219,284
C-2	**General Fund Reductions:**				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	$109,895	$124,381	$138,868	$138,868
C-2.3	**Total Deductions (a+b)**	$109,895	$124,381	$138,868	$138,868
C-2.4	**Estimated Non-Restricted Funds Available**	$57,806	$43,320	$80,416	$80,416

DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
C-3					
C-3.1	Beginning Balance in Reserve Account (**end of previous year**)	$94,408	$107,895	$121,381	$121,381
C-3.2	*Date of Reserve Approval in Minutes:*				
C-3.3	Amount to be added to the reserve	$13,487	$13,486	$13,487	$13,487
C-3.4	*Date of Reserve Approval in Minutes:* 5/8/2018				
C-3.5	SUB-TOTAL	$107,895	$121,381	$134,868	$134,868
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	*Date of Reserve Approval in Minutes:*				
C-3.11	TOTAL CAPITAL OUTLAY (a+b+c)	$0	$0	$0	$0
C-3.12	Balance to be retained in Depreciation Reserve Account	$107,895	$121,381	$134,868	$134,868

OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
C-4					
C-4.1	Beginning Balance in Reserve Account (end of previous year)		$0	$0	
C-4.2	*Date of Reserve Approval in Minutes:*				
C-4.3	Amount to be added to the reserve				
C-4.4	*Date of Reserve Approval in Minutes:*				
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	*Date of Reserve Approval in Minutes:*				
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	Pending Approval
C-5					
C-5.1	Beginning Balance in Reserve Account (end of previous year)	$17,000	$2,000	$3,000	$3,000
C-5.2	*Date of Reserve Approval in Minutes:*				
C-5.3	Amount to be added to the reserve	$1,000	$1,000	$1,000	$1,000
C-5.4	*Date of Reserve Approval in Minutes:* 5/8/2018				
C-5.5	SUB-TOTAL	$18,000	$3,000	$4,000	$4,000
C-5.6	Amount to be spent from Emergency Reserve (Cash)	$16,000			
C-5.7	*Date of Reserve Approval in Minutes:*				
C-5.8	Balance to be retained in Assigned Fund Balance	$2,000	$3,000	$4,000	$4,000
C-5.9	TOTAL TO BE SPENT	$16,000	$0	$0	$0