

**Proposed Budget**

<b>Melody Ranch Improvement &amp; Service District</b>	
<small>Budget Hearing Information</small>	
P.O. Box 4337	<b>Location:</b> Office of GTPM
Jackson, WY 83001-4337	<b>Date:</b> 7/12/2024
307-733-0205	<b>Time:</b> 5:30pm
Teton County	<b>Budget Prepared by:</b> GTPM

<b>S-A</b>	<b>BUDGET MESSAGE</b>	<small>W.S. 16-12-403 (c)</small>
<p>The total amount of charges and assessments required to be raised for District Improvements and Services has been determined by showing, in reasonable detail, the various functions and matters proposed to be covered by the budget, showing the estimated income and other funds which may be received by the District, and showing the estimated amount of assessments and other taxes or charges required to cover costs and expenses by the general funds. The ISD continually works to increase its total General Funds, with a majority set aside in a separate savings account for undetermined future improvements as well as in the case of an unforeseen maintenance and repair to equipment that is maintained by the ISD. The budget shall be filed with and follow a format acceptable to the director of the Wyoming Department of Audit. Currently the District holds \$430K+ in a savings account as part of the General Funds for the District to use accordingly for the benefit of its members. The proposed budget reflects the District has scheduled to set aside an additional funds in the upcoming fiscal year to continue its efforts of intent to order improvements to the District properties for its members.</p>		

<b>S-B</b>	<b>RESERVE DESCRIPTION</b>
<p>There is no specific determination of Reserve Funds.</p>	

<b>S-C</b>																																				
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Names of Board Members</th> <th style="text-align: center;">Date of End of Term</th> </tr> </thead> <tbody> <tr><td>Robert Hammond</td><td>11/30/24</td></tr> <tr><td>Jim Hammerel</td><td>11/30/24</td></tr> <tr><td>Kent Van Riper</td><td>11/30/26</td></tr> <tr><td>Robert Wikoff</td><td>11/30/26</td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Names of Board Members	Date of End of Term	Robert Hammond	11/30/24	Jim Hammerel	11/30/24	Kent Van Riper	11/30/26	Robert Wikoff	11/30/26													<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Does the district have regular office hours exceeding 20 hours per week?</td> <td style="width: 10%; text-align: center; padding: 5px;"><b>No</b></td> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>	Does the district have regular office hours exceeding 20 hours per week?	<b>No</b>									<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="padding: 5px;">W.S.16-12-303(c) requires special districts with office hours less than 20 per week to maintain copies of records at the county clerks office. Record format specified by county clerk.</td> </tr> </table>	W.S.16-12-303(c) requires special districts with office hours less than 20 per week to maintain copies of records at the county clerks office. Record format specified by county clerk.	
Names of Board Members	Date of End of Term																																			
Robert Hammond	11/30/24																																			
Jim Hammerel	11/30/24																																			
Kent Van Riper	11/30/26																																			
Robert Wikoff	11/30/26																																			
Does the district have regular office hours exceeding 20 hours per week?	<b>No</b>																																			
W.S.16-12-303(c) requires special districts with office hours less than 20 per week to maintain copies of records at the county clerks office. Record format specified by county clerk.																																				

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

Website, Office of GTPM
-------------------------

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

Website, Office of GTPM
-------------------------

Where are the public meetings held?

Office of GTPM via Zoom
-------------------------

## PROPOSED BUDGET SUMMARY

OVERVIEW		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$446,499	\$427,354	\$325,026	\$325,026
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	\$0	\$0	\$0
S-4	Total General Fund and Forecasted Revenues Available	\$810,040	\$933,865	\$825,409	\$825,409
S-5	Amount requested from County Commissioners	\$164,805	\$164,805	\$163,830	\$163,830
S-6	Additional Funding Needed :			\$0	\$0
	Projected Surplus:			\$500,383	\$500,383
REVENUE SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-7	Operating Revenues	\$159,776	\$120,965	\$186,043	\$186,043
S-8	Tax levy (From the County Treasurer)	\$164,805	\$164,805	\$163,830	\$163,830
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$0	\$157,748	\$0	\$0
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$5,816	\$10,704	\$3,500	\$3,500
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0
S-14	Total Revenue	\$330,397	\$454,223	\$353,373	\$353,373
FY 7/1/24-6/30/25		Melody Ranch Improvement & Service District			
EXPENDITURE SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-15	Capital Outlay	\$0	\$0	\$0	\$0
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$50,765	\$42,524	\$45,308	\$45,308
S-18	Operations	\$393,023	\$382,019	\$276,818	\$276,818
S-19	Indirect Costs	\$2,711	\$2,811	\$2,900	\$2,900
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$446,499	\$427,354	\$325,026	\$325,026
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	\$479,643	\$479,643	\$472,036	\$472,036
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	\$0	\$0	\$0	\$0
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$0	\$0	\$0	\$0
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$0	\$0	\$0	\$0
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$0	\$0	\$0	\$0
S-31	Subtotal	\$0	\$0	\$0	\$0
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$0	\$0	\$0	\$0

End of Summary

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

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

DISTRICT ADDRESS: P.O. Box 4337  
Jackson, WY 83001-4337

PREPARED BY: GTPM \_\_\_\_\_

DISTRICT PHONE: 307-733-0205

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

Melody Ranch Improvement & Service District

FYE 6/30/2025

NAME OF DISTRICT/BOARD

### PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
R-1	<b>Property Taxes and Assessments Received</b>				
R-1.1	<b>Tax Levy (From the County Treasurer)</b>	4001	\$164,805	\$164,805	\$163,830
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	<b>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
R-3	<b>Operating Revenues</b>				
R-3.1	Customer Charges	4300	\$139,909	\$100,894	\$163,123
R-3.2	Sales of Goods or Services	4300	\$900	\$417	\$900
R-3.3	Other Assessments	4503	\$18,968	\$19,654	\$22,020
R-3.4	<b>Total Operating Revenues</b>		\$159,776	\$120,965	\$186,043
R-4	<b>Grants</b>				
R-4.1	Direct Federal Grants	4201			
R-4.2	Federal Grants thru State Agencies	4201			
R-4.3	Grants from State Agencies	4211		\$157,748	
R-4.4	<b>Total Grants</b>		\$0	\$157,748	\$0
R-5	<b>Miscellaneous Revenue</b>				
R-5.1	Interest	4501	\$3,738	\$7,502	\$3,500
R-5.2	Other: Specify <u>Late Fees</u>	4500	\$152	\$242	
R-5.3	Other: See Additior <u>See Additional Details</u>		\$1,926	\$2,960	
R-5.4	<b>Total Miscellaneous</b>		\$5,816	\$10,704	\$3,500
R-5.5	<b>Total Forecasted Revenue</b>		\$165,593	\$289,418	\$189,543
R-6	<b>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

# Proposed Budget

Melody Ranch Improvement & Service 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	<b>Capital Outlay</b>				
E-1.1	Real Property	6201			
E-1.2	Vehicles	6210			
E-1.3	Office Equipment	6211			
E-1.4	Other (Specify)				
E-1.5		6200			
E-1.6		6200			
E-1.7					
E-1.8	<b>TOTAL CAPITAL OUTLAY</b>		\$0	\$0	\$0

## ADMINISTRATION BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
E-2	<b>Personnel Services</b>				
E-2.1	Administrator	7002	\$30,000	\$30,000	\$30,000
E-2.2	Secretary	7003			
E-2.3	Clerical	7004			
E-2.4	Other (Specify)				
E-2.5		7005			
E-2.6		7005			
E-2.7					
E-3	<b>Board Expenses</b>				
E-3.1	Travel	7011			
E-3.2	Mileage	7012			
E-3.3	Other (Specify)				
E-3.4		7013			
E-3.5		7013			
E-3.6					
E-4	<b>Contractual Services</b>				
E-4.1	Legal	7021	\$9,173	\$3,265	\$3,500
E-4.2	Accounting/Auditing	7022	\$6,660	\$6,003	\$6,500
E-4.3	Other (Specify)				
E-4.4		7023			
E-4.5		7023			
E-4.6					
E-5	<b>Other Administrative Expenses</b>				
E-5.1	Office Supplies	7031	\$2,659	\$1,507	\$2,258
E-5.2	Office equipment, rent & repair	7032			
E-5.3	Education	7033			
E-5.4	Registrations	7034			
E-5.5	Other (Specify)				
E-5.6	Advertising	7035	\$598	\$55	\$800
E-5.7	Bank Service Charges	7035	\$384	\$393	\$750
E-5.8	see additional details		\$1,292	\$1,301	\$1,500
E-6	<b>TOTAL ADMINISTRATION</b>		\$50,765	\$42,524	\$45,308

# Proposed Budget

Melody Ranch Improvement & Service District

FYE 6/30/2025

## OPERATIONS BUDGET

### E-7 Personnel Services

E-7.1 Wages--Operations

E-7.2 Service Contracts

E-7.3 Other (Specify)

E-7.4 Engineering

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 System Maintenance

E-9.2 Supplies & Equipment

E-9.3 Equipment & Repairs

E-9.4 Sewer Maintenance

E-9.5 see additional details

### E-10 Program Services (List)

E-10.1 Street Maintenance & Plowing

E-10.2 Building Maintenance (Non-Operating)

E-10.3 Special Projects (Non-Operating)

E-10.4

E-10.5 see additional details

### E-11 Contractual Arrangements (List)

E-11.1

E-11.2

E-11.3

E-11.4

E-11.5

### E-12 Other operations (Specify)

E-12.1 Utilities

E-12.2 Alarm System

E-12.3

E-12.4

E-12.5

### E-13 TOTAL OPERATIONS

DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
7202				
7203				
7204	\$76,638	\$92,997	\$72,000	\$72,000
7204				
7211				
7212				
7212				
7220	\$1,282	\$843	\$2,500	\$2,500
7220	\$2,535	\$1,012		
7220	\$13,717			
7220		\$873	\$2,500	\$2,500
	\$37,325	\$22,228		
7230	\$63,208	\$98,120	\$65,268	\$65,268
7230		\$5,869	\$20,000	\$20,000
7230			\$40,000	\$40,000
7230				
	\$183,696	\$146,585	\$60,000	\$60,000
7400				
7400				
7400				
7400				
7450	\$13,374	\$12,246	\$13,250	\$13,250
7450	\$1,248	\$1,246	\$1,300	\$1,300
7450				
7450				
	\$393,023	\$382,019	\$276,818	\$276,818

**Proposed Budget**

**INDIRECT COSTS BUDGET**

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
E-14	<b>Insurance</b>				
E-14.1	Liability	7502	\$2,711	\$2,811	\$2,900
E-14.2	Buildings and vehicles	7503			
E-14.3	Equipment	7504			
E-14.4	Other (Specify)				
E-14.5		7505			
E-14.6		7505			
E-14.7					
E-15	<b>Indirect payroll costs:</b>				
E-15.1	FICA (Social Security) taxes	7511			
E-15.2	Workers Compensation	7512			
E-15.3	Unemployment Taxes	7513			
E-15.4	Retirement	7514			
E-15.5	Health Insurance	7515			
E-15.6	Other (Specify)				
E-15.7		7516			
E-15.8		7516			
E-15.9					
E-17	<b>TOTAL INDIRECT COSTS</b>		\$2,711	\$2,811	\$2,900

**DEBT SERVICE BUDGET**

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
D-1	<b>Debt Service</b>				
D-1.1	Principal	6401			
D-1.2	Interest	6410			
D-1.3	Fees	6420			
D-2	<b>TOTAL DEBT SERVICE</b>		\$0	\$0	\$0

# Proposed Budget

Melody Ranch Improvement &amp; Service District

FYE 6/30/2025

NAME OF DISTRICT/BOARD

**GENERAL FUNDS**

		End of Year	Beginning	Beginning	
		2022-2023	2023-2024	2024-2025	Pending
		Actual	Estimated	Proposed	Approval
DOA Chart					
of Accounts					
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking	1010	\$16,309	\$16,309	\$41,533
C-1.2	Savings and Investments	1040	\$463,334	\$463,334	\$430,503
C-1.3	General Fund CD Balance	1050		\$0	
C-1.4	All Other Funds	1020		\$0	
C-1.5	Reserves (From Below)		\$0	\$0	\$0
C-1.6	Total Estimated Cash and Investments on Hand		\$479,643	\$479,643	\$472,036
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE	2010			
C-2.2	b. Reserves		\$0	\$0	\$0
C-2.3	Total Deductions (a+b)		\$0	\$0	\$0
C-2.4	Estimated Non-Restricted Funds Available		\$479,643	\$479,643	\$472,036

DOA Chart  
of Accounts**SINKING & DEBT SERVICE FUNDS**

1070

		2022-2023	2023-2024	2024-2025	Pending
		Actual	Estimated	Proposed	Approval
C-3	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-3.2	Date of Reserve Approval in Minutes:				
C-3.3	Amount to be added to the reserve				
C-3.4	Date of Reserve Approval in Minutes:				
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	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	\$0	\$0	\$0	\$0

**RESERVES**

1090

		2022-2023	2023-2024	2024-2025	Pending
		Actual	Estimated	Proposed	Approval
C-4	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				
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	\$0	\$0	\$0	\$0

**BOND FUNDS**

1060

		2022-2023	2023-2024	2024-2025	Pending
		Actual	Estimated	Proposed	Approval
C-5	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-5.2	Date of Reserve Approval in Minutes:				
C-5.3	Amount to be added to the reserve				
C-5.4	Date of Reserve Approval in Minutes:				
C-5.5	SUB-TOTAL	\$0	\$0	\$0	\$0
C-5.6	Identify the amount and project to be spent				
C-5.7	Date of Reserve Approval in Minutes:				
C-5.8	Balance to be retained	\$0	\$0	\$0	\$0
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0