

2016 Budget

Sewer Fund

Fund #670

Summary

Village of Cross Plains

2016 Sewer Utility Operating Budget

SUMMARY of REVENUES

	2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
PUBLIC CHARGES FOR SERVICES	1,143,424	1,172,500	540,148	1,073,250	1,333,750	13.75%
MISCELLANEOUS REVENUES	50,407	12,500	665	3,000	5,000	-60.00%
OTHER FINANCING SOURCES	0	3,912,000	0	2,491,582	50,000	-98.72%
Total Budget Revenue	1,193,831	5,097,000	540,812	3,567,832	1,388,750	-72.75%

SUMMARY of EXPENDITURES

	2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
51510 ACCOUNTING	372,606	366,000	6,537	7,500	6,000	-98.36%
51600 GENERAL BUILDINGS AND PLANT	65,591	76,500	30,248	66,750	71,500	-6.54%
53610 SEWAGE SERVICE	322,937	277,500	146,863	287,290	290,250	4.59%
53630 SOLID WASTE DISPOSAL	173,318	175,000	65,611	175,000	175,000	0.00%
57410 SEWAGE SERVICE CAPITAL OUTLAY	15,454	3,750,500	570,696	2,519,618	251,750	-93.29%
58000 DEBT SERVICE	118,314	451,500	404,032	471,550	594,250	31.62%
59200 TRANSFERS TO OTHER FUNDS	0	0	0	0	0	-----
Total Budget Expenditures	1,068,221	5,097,000	1,223,986	3,527,708	1,388,750	-72.75%

Difference between Revenues and Expenditures 125,610 0 (683,174) 40,124 0 -----

Revenues

**REVENUES
SEWER UTILITY - FUND 670**

Budget Summary

PUBLIC CHARGES FOR SERVICES	
	46000

		2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
46410							
501	Residential	952,722	900,000	461,224	900,000	1,146,250	27.36%
502	Commercial	95,609	200,000	44,619	90,000	100,000	-50.00%
503	Industrial	29,062	25,000	15,549	30,000	35,000	40.00%
504	OTR Sales to the Public	48,966	40,000	18,755	36,000	45,000	12.50%
505	Liquid Connection Fee	10,865	4,500	0	10,750	4,500	0.00%
506	Sludge Connection Fee	6,200	3,000	0	6,500	3,000	0.00%
Total PUBLIC CHARGES		1,143,424	1,172,500	540,148	1,073,250	1,333,750	13.75%

MISCELLANEOUS REVENUES	
	48000

		2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
48000	Miscellaneous Revenue	48,518	10,000	437	1,000	3,000	-70.00%
48100	Interest	1,889	2,500	228	2,000	2,000	-20.00%
Total MISCELLANEOUS Rev		50,407	12,500	665	3,000	5,000	-60.00%

OTHER FINANCING SOURCES	
	49000

		2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
49100	Proceeds of Long-term Debt	0	1,340,000	0	1,651,582	0	-100.00%
49200	Transfers from Other Funds	0	1,732,000	0	0	50,000	-97.11%
49300	Fund Balance Applied	0	840,000	0	840,000	0	-100.00%
Total OTHER FINANCING		0	3,912,000	0	2,491,582	50,000	-98.72%

Total Sewer Revenue	1,193,831	5,097,000	540,812	3,567,832	1,388,750	-72.75%
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Expenses

**ACCOUNTING
SEWER UTILITY - FUND 670**

MISSION STATEMENT:

To ensure the proper financial management and accounting of the Sewer Utility as an Enterprise Fund.

PROGRAM DESCRIPTION:

The annual audit includes an independent review of the Sewer Utility to comply accounting rules and regulations. The Sewer Utility is established as an enterprise fund which is run like a business. The service for sale is the treatment of wastewater from the resident or business. The fee paid through the rate schedule is the main source of revenue that is used to offset the expenses associated with treating the wastewater and returning it to Black Earth Creek.

PROGRAM OBJECTIVES:

Maintain compliance with applicable laws and accounting standards.

Improve reporting of finance related information to the public.

ACCOUNTING BUDGET SUMMARY

REVENUES

	2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
Allocated Revenues	372,606	366,000	6,537	7,500	6,000	-98.36%

EXPENDITURES

	2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
51510						
207 Support Services	6,575	5,000	6,537	7,500	6,000	20.00%
502 Depreciation	361,225	356,000	0	0	0	-100.00%
503 Amortization	4,806	5,000	0	0	0	-100.00%
Total ACCOUNTING Expense	372,606	366,000	6,537	7,500	6,000	-98.36%

Notes:

207 Includes funding for annual audit plus additional funds for rate study/analysis.

502-503 Both of these line items are determined by the Auditor and required in the budget according to current accounting standards. These numbers are being phased out of the annual budget as they are not operating costs. The operating cost version of these numbers is reflected in the Debt Service page and does not need to be duplicated.

GENERAL BUILDINGS AND PLANT SEWER UTILITY - FUND 670

MISSION STATEMENT:

To efficiently maintain and provide a functional sewage treatment plant facility.

PROGRAM DESCRIPTIONS:

The current treatment plant was constructed in 2005 and requires funding for utilities, basic maintenance, and grounds care.

PROGRAM OBJECTIVES:

Explore opportunities for facility improvement.

Continue to maintain facility to provide for efficient sewage treatment.

GENERAL BUILDINGS AND PLANT BUDGET SUMMARY

REVENUES

	2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
Allocated Revenue	65,591	76,500	30,248	66,750	71,500	-6.54%

EXPENDITURES

	2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
51600						
202 Communication	4,074	4,000	1,862	4,000	4,000	0.00%
203 Utilities	61,459	67,500	28,385	62,500	62,500	-7.41%
305 General Maintenance	58	5,000	0	250	5,000	0.00%
Total BUILD & PLANT Exp	65,591	76,500	30,248	66,750	71,500	-6.54%

Notes:

202 Includes cell phone for operator, land line, and internet connection.

203 The facility is operational 24 hours a day, 7 days a week, and 365 days a year, and requires consistent power supply during that time for the treatment process.

SEWAGE SERVICE SEWER UTILITY - FUND 670

MISSION STATEMENT:

To provide safe treatment of wastewater and return the water back to the environment according to applicable rules and regulations.

PROGRAM DESCRIPTIONS:

The Village operates a sanitary sewer system that collects wastewater from nearly all properties within the Village. The wastewater flows through a collection of pipes by gravity to a plant that treats the wastewater through a staged process in order to bring its purification level to an acceptable standard for it to be returned back into Black Earth Creek. The Plant is overseen by an Operator along with assistance from technology that automates nearly all of the process and Public Facilities Staff.

PROGRAM OBJECTIVES:

Explore new ways to automate the plant in order to lower service costs.

Return water to Black Earth Creek at acceptable standards for water treatment.

SEWAGE SERVICE BUDGET SUMMARY

REVENUES	2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
Allocated Revenue	322,937	277,500	146,863	287,290	290,250	4.59%

EXPENDITURES

<i>PERSONNEL SERVICES</i>	2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
53610						
101 Plant Operation	48,448	48,500	23,386	48,000	48,500	0.00%
102 Collection System Maintenance	14,431	15,000	9,343	16,000	16,500	10.00%
103 Billing Administration	13,901	14,250	6,460	12,920	14,500	1.75%
104 General Administration	28,550	27,750	11,902	23,804	27,750	0.00%
171 Health Insurance	26,427	26,750	13,106	26,213	27,500	2.80%
172 Dental	1,563	1,750	1,020	2,041	1,750	0.00%
173 Retirement	7,449	7,500	3,941	7,882	7,500	0.00%
174 Social Security	6,296	6,750	3,204	6,407	6,750	0.00%
175 Medicare	1,472	1,750	749	1,499	1,750	0.00%
176 Life Insurance	249	250	138	275	250	0.00%
177 Disability Insurance	0	250	0	0	250	0.00%
Total PERSONNEL SERVICES Exp	148,785	150,500	73,248	145,040	153,000	1.66%

Notes:

- 101** Plant Operation provides funding for the Treatment Plant Operator and other Public Facilities Staff as needed. Wages are allocated on an actual basis through the employees timecards.
- 102** Provides funding for Public Facilities Staff to work on the sewer mains for cleaning purposes, repairs, and other general maintenance as needed.
- 103** 25% of the salary for the Assistant Administrator is allocated to this line item. This position handles all the finance administration for the utility including the billing and collection.
- 104** Additional salaries from general Village Staff is allocated to this line item to account for their assistant in customer service and other tasks as assigned throughout the year.
- 171-177** Similar to wages, funding is provided for to cover the related benefit costs per employee. This allocation is done by percentage and is specific to the employee.

SEWAGE SERVICE (Continued)
SEWER UTILITY - FUND 670

EXPENDITURES (Continued)

CONTRACTUAL SERVICES

		2014	2015	YTD	2015	2016	% Change
		Actual	Budget	6/30/2015	Projected	Budget	vs. 2015
53610							
201	Postage	2,337	1,500	544	2,500	2,500	66.67%
205	Meetings	1,657	1,000	75	500	750	-25.00%
206	Printing	23,823	1,000	267	500	500	-50.00%
207	Support Services	27,855	20,000	6,263	20,000	25,000	25.00%
208	Legal	0	500	662	1,000	500	0.00%
209	Insurance	19,592	16,250	11,158	20,000	17,750	9.23%
Total CONTRACTUAL Exp		75,265	40,250	18,969	44,500	47,000	16.77%

Notes:

- 206** Provides funding for contracted printing and distribution costs of the quarterly bills.
- 207** Provides funding for required laboratory testing.

SUPPLIES AND EXPENSES

		2014	2015	YTD	2015	2016	% Change
		Actual	Budget	6/30/2015	Projected	Budget	vs. 2015
53610							
301	Equipment	7,969	10,000	9,399	10,000	10,000	0.00%
302	Technology	287	2,000	0	2,000	1,000	-50.00%
303	Fuel	8,019	11,000	1,684	11,000	11,000	0.00%
304	Supplies	12,863	7,750	4,150	7,750	7,750	0.00%
305	General Maintenance	10,947	7,500	12,009	15,000	7,500	0.00%
307	System Maintenance	53,203	45,500	25,024	48,000	50,000	9.89%
399	Miscellaneous	3,354	2,000	635	2,000	2,000	0.00%
501	Compliance Fees	2,246	1,000	1,744	2,000	1,000	0.00%
Total SUPPLIES AND EXPENSES		98,888	86,750	54,645	97,750	90,250	4.03%

Notes:

- 301** Includes the replacement of a pump motor, general tools/equipment, and other safety equipment for general needs and confined space.
- 302** Required maintenance on the SCADA System (automated system that runs the treatment plant functions).
- 305** Provides funding for maintenance on vehicles and related equipment.
- 307** Lift station maintenance, chemicals, and various aspects of the collection system that require additional work.
- 501** Annual fee for compliance with the DNR. Charge is based on the amount of water discharged back to Black Earth Creek.

Total SEWAGE SERVICE Expense	322,937	277,500	146,863	287,290	290,250	4.59%
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SOLID WASTE DISPOSAL SEWER UTILITY - FUND 670

MISSION STATEMENT:

To provide for clean and safe disposal of bio-solid material removed from wastewater.

PROGRAM DESCRIPTIONS:

The Village is capable of treating the wastewater and returning it to Black Earth Creek. However, we are not able to fully dispose of the biosolid material that is removed from the water. The Village partners with Dane-Iowa Wastewater Treatment to properly dispose of the remaining materials.

PROGRAM OBJECTIVES:

Continue to partner with Dane-Iowa for proper biosolid disposal.

Explore different ways to be more efficient in material disposal.

SOLID WASTE DISPOSAL BUDGET SUMMARY

REVENUES

	2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
[]						
[] Allocated Revenue	173,318	175,000	65,611	175,000	175,000	0.00%

EXPENDITURES

	2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
[] 53630						
207 Support Services	173,318	175,000	65,611	175,000	175,000	0.00%
Total WASTE DISPOSAL Exp	173,318	175,000	65,611	175,000	175,000	0.00%

SEWAGE SERVICE CAPITAL OUTLAY SEWER UTILITY - FUND 670

MISSION STATEMENT:

To ensure for proper financial planning related to sewer capital equipment, vehicle, and infrastructure needs.

PROGRAM DESCRIPTIONS:

The Sewer Utility is responsible for its own assets and manages its own projects including engineering and construction depending on the capital improvement need.

PROGRAM OBJECTIVES:

Continue to prepare for the Highway 14 Reconstruction.

Study and plan for impacts on new Phosphorous Regulations

SEWAGE SERVICE CAPITAL OUTLAY BUDGET SUMMARY

REVENUES

	2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
Allocated Revenue	15,454	3,750,500	570,696	2,519,618	251,750	-93.29%

EXPENDITURES

	2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
	57410					
207-000 Support Services	11,778	180,000	43,844	180,000	20,000	-88.89%
801-000 Vehicle	0	0	0	0	23,500	-----
803-000 Equipment	0	107,000	68,012	107,000	0	-100.00%
804-000 Stream Monitoring	0	0	0	0	54,000	-----
805-101 Liquid Connection Fee	0	0	0	10,750	4,500	-----
805-102 Sludge Connection Fee	0	0	0	6,500	3,000	-----
805-103 Infrastructure - US Highway 14 (Main St)	3,676	3,463,500	458,841	2,150,000	0	-100.00%
805-104 Treatment Facility Replacement Fund	0	0	0	65,368	65,500	-----
805-105 Collection System Replacement Fund	0	0	0	0	81,250	-----
Total CAPITAL OUTLAY Expense	15,454	3,750,500	570,696	2,519,618	251,750	-93.29%

Notes:

207-000 Provides continued funding for the studying of phosphorous levels in the Black Earth Creek as part of a multi-year plan to meet new regulations.

804-000 New permitting requirements will necessitate studies to be conducted of the stream to better align discharge levels with actual conditions of Black Earth Creek. The permit is presently under review and funding will be needed in the near term to help meet these conditions as they come to fruition.

805 101, 102 The Village invested significant funds in the reconstruction of the Sewer Treatment Plant and improvements to Dane-Iowa Wastewater Treatment Plant for sludge disposal. New connections to the system pay a fee for each meant to account for their share of the debt service for those improvements would they have been placed when the improvements were made. The 2016 rate for General Treatment is \$2,356 and specifically for Sludge is \$1,240. This is paid at the time of permitting.

805-103 Funding provided for sewer main construction within the Highway 14 project.

805 104, 105 The fund annually depositing cash into savings earmarked to fund improvements to both the collection system and treatment plant as applicable. This has been done since the new treatment plan was built in 2005 and has helped to offset the need for new debt for various pieces of equipment and projects.

**DEBT SERVICE
SEWER UTILITY - FUND 670**

MISSION STATEMENT:

The Sewer Utility will continue to meet all debt obligations on time and review opportunities to help lower interest expense.

PROGRAM DESCRIPTIONS:

The Sewer Utility currently has one major loan outstanding for the treatment plant's construction in 2005. This loan was taken out through the Clean Water Fund which is administered through the Department of Natural Resources as a means to provide low interest rates to sanitary sewer projects.

PROGRAM OBJECTIVES:

Pay debt obligations in a timely manner.

Examine new ways to lower interest through early repayment and refinancing as available.

DEBT SERVICE BUDGET SUMMARY

REVENUES

	2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
Allocated Revenue	118,314	451,500	404,032	471,550	594,250	31.62%

EXPENDITURES

	2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
58000						
601 Principal	5,000	352,250	352,373	352,250	425,750	20.87%
602 Interest	113,314	99,250	51,658	99,250	134,500	35.52%
604 Principal on Debt to Municipality	0	0	0	13,810	29,250	-----
605 Interest on Debt to Municipality	0	0	0	6,240	4,750	-----
Total DEBT SERVICE Expense	118,314	451,500	404,032	471,550	594,250	31.62%

Notes:

601, 602 Increase reflects new debt service payments as part of 2015 borrowing for US Highway 14 (Main Street) Reconstruction project. All of this debt was borrowed by the Sewer Fund directly from the State through their Clean Water Fund Program.

604, 605 The Sewer Fund has also had some smaller borrowings that have been included in the Capital Fund and paid for by the Debt Service Fund. This debt is not borrowed directly by the fund and the amounts included reflect the Sewer Fund's share in this expense based on the amount it borrowed.

**TRANSFERS TO OTHER FUNDS
SEWER UTILITY - FUND 670**

MISSION STATEMENT:

To allow for the ability for the Sewer Fund to transfer money to other funds as needed and/or approved by the Village Board.

PROGRAM DESCRIPTIONS:

Occasionally, other funds within the Village require money to be transferred from the Sewer Fund. This line item is included for accounting purposes as the auditor typically identifies when this is necessary according to applicable accounting standards.

PROGRAM OBJECTIVES:

Reduces the need to amend the budget if a transfer between funds is needed.

Transfers from the Sewer Fund will be identified in the annual Audit.

TRANSFERS TO OTHER FUNDS BUDGET SUMMARY

REVENUES

	2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
Allocated Revenue	0	0	0	0	0	-----

EXPENDITURES

	2014 Actual	2015 Budget	YTD 6/30/2015	2015 Projected	2016 Budget	% Change vs. 2015
Dept. No. 59200						
000 Transfers	0	0	0	0	0	-----
Total TRANSFER Expense	0	0	0	0	0	-----