

HI-LAND ACRES WATER AND
SANITATION DISTRICT

PROPOSED OPERATING BUDGET
2024

HI-LAND ACRES WATER AND SANITATION DISTRICT
2024 PROPOSED OPERATING BUDGET

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November 30, 2023

Mr. Richard Roos, Chairperson
Hi-Land Acres Water and Sanitation District
PO Box 218
Brighton, Colorado 80601

Dear Mr. Roos:

I am enclosing copies of each of the following documents:

1. The 2024 proposed operating budget and proposed budget worksheet.
2. Budget message for 2024.
3. A resolution to adopt the 2024 budget.

We have had the Notice of Proposed Budget published in the November 9, 2023 edition of *The Brighton Blade*. Residents of the District will have the opportunity to speak to the items contained in the proposed budget at the December 23, 2023 meeting. These documents should be approved as is or revised and approved by the Board of Directors at its December board meeting.

This approval will take the form of ratifying the enclosed resolution to adopt the 2024 budget and the resolution to appropriate sums of money for 2024.

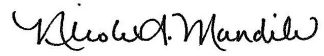
After the budget has been adopted, please provide ATLAS CPAs & Advisors PLLC with a copy of the approved budget and the budget worksheet, together with a copy of the signed resolution approving such budget and the budget message so that we can submit it to the Colorado Department of Local Affairs via their E-Filing Portal prior to December 31, 2023.

It should be emphasized that the enclosed proposed 2024 budget is a proposed budget prepared by our firm and can be changed by the Board of Directors of the District. Should any changes be made to the proposed budget, such changes will be required in the approving resolution. In addition, we would appreciate being informed of any changes made to the proposed budget by the Board of Directors.

The proposed budget, together with the accompanying approving resolutions, should be signed and dated by the officers of the Board of Directors and the District's seal affixed thereto. One copy of all of these documents should be retained in the permanent files of the District.

Should you have any questions concerning any of the foregoing, please do not hesitate to contact me at 303-678-5392.

Sincerely,

A handwritten signature in black ink that reads "Nicole A. Mandile". The signature is written in a cursive, flowing style.

Nicole Mandile, CPA

HI-LAND ACRES WATER AND SANITATION DISTRICT

2024 PROPOSED OPERATING BUDGET

ESTIMATED BEGINNING FUND BALANCE, January 1		\$ 178,976
 ESTIMATED OPERATING REVENUE		
Water sales	110,000	
Sewer fees	89,000	
Sewer tap fee	6,700	
Water tap fee	6,700	
Service charges	250	
Total operating revenue	212,650	212,650
 ESTIMATED NON-OPERATING REVENUE		
General property tax	16,500	
Interest earned	1,800	
Specific ownership taxes	1,100	
Miscellaneous	100	
Oil royalties	250	
Total non-operating revenue	19,750	19,750
Total available resources		411,376
 ESTIMATED EXPENDITURES		
<i>Operating expenditures -</i>		
Repairs and maintenance, water	60,000	
Repairs and maintenance, sewer	20,000	
Utilities, water	7,200	
Utilities, sewer	2,000	
Operating fees, water	8,000	
Operating fees, sewer	4,000	
Service fees, water	9,000	
Service fees, sewer	5,000	
Chemicals and tests, water	4,000	
Engineering, sewer	5,200	
Metro Tap Fee	5,000	
Metro discharge fee	19,000	
Total operating expenses	148,400	\$ 148,400

HI-LAND ACRES WATER AND SANITATION DISTRICT

2024 PROPOSED OPERATING BUDGET

ESTIMATED EXPENDITURES - continued

General and administrative expenses -

Insurance	\$	7,000	
Accounting fees		14,000	
Legal fees		9,000	
Website maintenance		1,500	
Miscellaneous		2,000	
Office supplies, postage, and bank charges		400	
Board meeting compensation		5,000	
Telephone		330	
Tax collection, licenses and fees		150	
Rent		550	
Total general and administrative		<u>550</u>	39,930

Other non-operating expenditures -

Interest		8,900	
Loan payments		23,000	
Contingencies		7,500	
Total other non-operating expenditures		<u>7,500</u>	<u>39,400</u>

Total estimated expenditures			<u>227,730</u>
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ESTIMATED ENDING FUND BALANCE, December 31			<u>\$ 183,646</u>
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HI-LAND ACRES WATER AND SANITATION DISTRICT

BUDGET MESSAGE

[(Pursuant to section 29-1-103(1)(3))]

The attached 2024 Budget for HI-LAND ACRES WATER AND SANITATION DISTRICT includes these important features:

- The budget reflects anticipated revenue from water sales and sewage fees to existing customers as well as property taxes and specific ownership taxes.
- The revenue reflects interest earned on savings accounts.
- The expenditures reflect operating and administrative expenses and repairs and maintenance of the water and sewer plant.
- Carryover balances are included as revenue, and capital expenditures are treated as operating expenses.

The budgetary basis of accounting timing measurement method used is the cash basis.

The services to be provided/delivered during the budget year are the following:

- Production, treatment, and delivery of drinking water to the residents of HI-LAND ACRES WATER AND SANITATION DISTRICT.
- Collection and treatment of sanitary sewer wastes from the residents of HI-LAND ACRES WATER AND SANITATION DISTRICT.

HI-LAND ACRES WATER AND SANITATION DISTRICT

PROPOSED BUDGET WORKSHEET
FOR THE YEAR ENDING DECEMBER 31, 2024

	Actual 2022	Estimated 2023	Proposed 2024
ESTIMATED BEGINNING FUND BALANCE, January 1	\$ 59,744	\$ 126,171	\$ 178,976
REVENUE AND RECEIPTS			
<i>Operating revenue -</i>			
Water sales	106,443	106,639	110,000
Sewage fees	87,021	88,075	89,000
Sewer tap fee	-	-	6,700
Water tap fee	-	-	6,700
Service charges	225	-	250
<i>Other receipts -</i>			
General property tax	13,082	14,605	16,500
Interest earned	94	1,739	1,800
Specific ownership taxes	1,129	985	1,100
Reconnect/surcharge	-	450	-
Miscellaneous	-	-	100
Oil royalties	261	-	250
Total revenue and receipts	<u>208,255</u>	<u>212,493</u>	<u>232,400</u>
Total available resources	<u>267,999</u>	<u>338,664</u>	<u>411,376</u>
EXPENSES AND EXPENDITURES			
<i>Operating expenses -</i>			
Repairs and maintenance, water	37,977	51,607	60,000
Repairs and maintenance, sewer	-	1,424	20,000
Utilities, water	5,398	7,045	7,200
Utilities, sewer	1,350	1,761	2,000
Operating fees, water	6,261	-	8,000
Operating fees, sewer	2,683	-	4,000
Service fees, water	17,051	7,558	9,000
Service fees, sewer	7,307	3,723	5,000
Chemicals, tests and water samples	3,112	2,279	4,000
Engineering, sewer	-	5,148	5,200
Metro Tap Fee	-	-	5,000
Metro Discharge Fee	22,714	17,570	19,000
Total operating expenses	<u>\$ 103,853</u>	<u>\$ 98,115</u>	<u>\$ 148,400</u>

HI-LAND ACRES WATER AND SANITATION DISTRICT

**PROPOSED BUDGET WORKSHEET
FOR THE YEAR ENDING DECEMBER 31, 2024**

	<u>Actual 2022</u>	<u>Estimated 2023</u>	<u>Proposed 2024</u>
EXPENSES AND EXPENDITURES - continued			
<i>General and administrative expenses -</i>			
Insurance	\$ 5,308	\$ 6,857	\$ 7,000
Accounting fees	4,373	13,560	14,000
Legal fees	-	-	9,000
Website/Computer maintenance	-	1,262	1,500
Miscellaneous	1,593	11,520	2,000
Office supplies, postage, and bank charges	374	142	400
Board meeting compensation	4,600	4,560	5,000
Telephone	59	-	330
Tax collection, licenses and fees	100	-	150
Rent	332	425	550
Total general and administrative expenses	<u>16,739</u>	<u>38,326</u>	<u>39,930</u>
 <i>Other expenditures (receipts) -</i>			
Purchases of equipment	-	-	-
City of Thornton tap fee	-	-	-
Sewer line extension to Thornton interceptor	-	-	-
Sewer plant decommissioning	-	-	-
Transfer to water bond account	-	-	-
Interest expense	4,663	9,184	8,900
State loan payments	16,573	14,063	23,000
Contingencies	-	-	7,500
Total other expenditures	<u>21,236</u>	<u>23,247</u>	<u>39,400</u>
Total expenses and expenditures	<u>141,827</u>	<u>159,688</u>	<u>227,730</u>
 ESTIMATED ENDING FUND BALANCE, December 31	 <u>\$ 126,171</u>	 <u>\$ 178,976</u>	 <u>\$ 183,646</u>

HI-LAND ACRES WATER AND SANITATION DISTRICT

RESOLUTION TO ADOPT BUDGET

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUE FOR THE GENERAL FUND AND ADOPTING A BUDGET FOR THE HI-LAND ACRES WATER AND SANITATION DISTRICT, BRIGHTON, COLORADO, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2024, AND ENDING ON THE LAST DAY OF DECEMBER 2024.

WHEREAS, the Board of Directors of the Hi-Land Acres Water and Sanitation District has appointed ATLAS CPAs & Advisors, PLLC, to prepare and submit a proposed budget to said governing body at the proper time, and;

WHEREAS, ATLAS CPAs & Advisors, PLLC, has submitted a proposed budget to this governing body on November 30, 2023 for its consideration, and;

WHEREAS, upon due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on December 23, 2023, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget, and;

WHEREAS, whatever increases may have been made in expenditures, like increases were added to the revenue so that the budget remained balanced, as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE HI-LAND ACRES WATER AND SANITATION DISTRICT, BRIGHTON, COLORADO:

That estimated expenditures for the General Fund are \$227,730.

That estimated resources for the General Fund are as follows:

From beginning fund balance	\$ 178,976
From sources other than general and specific ownership tax	<u>232,400</u>
	<u>\$ 411,376</u>

That the budget as submitted, amended, and hereinabove summarized by fund, be, and the same hereby is approved and adopted as the budget of the Hi-Land Acres Water and Sanitation District for the year stated above.

HI-LAND ACRES WATER AND SANITATION DISTRICT

RESOLUTION TO ADOPT BUDGET

(continued)

That the budget hereby approved and adopted shall be signed by Richard Roos, Chairperson, and Donna Irons, Secretary, and made a part of the public records of the County of Adams, City of Brighton, Hi-Land Acres Water and Sanitation District.

ADOPTED, this 30th day of November, A.D., 2023.

Richard Roos, Chairperson

Attest:

Donna Irons, Secretary

HI-LAND ACRES WATER AND SANITATION DISTRICT

RESOLUTION TO APPROPRIATE SUMS OF MONEY

A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE GENERAL FUND, IN THE AMOUNTS AND FOR THE PURPOSES AS SET FORTH BELOW, FOR THE HI-LAND ACRES WATER AND SANITATION DISTRICT, BRIGHTON, COLORADO, FOR THE 2024 BUDGET YEAR.

WHEREAS, the Board of Directors has adopted the annual budget in accordance with Local Government Budget Law on November 30, 2023, and;

WHEREAS, the Board of Directors has made provision therein for revenue in an amount equal to or greater than the total proposed expenditures as set forth in said budget, and;

WHEREAS, it is not only required by law, but also necessary, to appropriate the revenue provided in the budget to and for the purposes described below, so as not to impair the operations of the Hi-Land Acres Water and Sanitation District of the County of Adams.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF DIRECTORS OF THE HI-LAND ACRES WATER AND SANITATION DISTRICT, BRIGHTON, COLORADO:

That the following sums are hereby appropriated from the revenue of the General Fund for the purposes stated:

Current operating expenses	\$ 188,330
Capital outlay and contingencies	7,500
Debt service	<u>31,900</u>
Total General Fund	<u><u>\$ 227,730</u></u>

ADOPTED, this thirtieth day of November, A.D., 2023.

Richard Roos, Chairperson

Attest:

Donna Irons, Secretary