

HI-LAND ACRES WATER AND SANITATION DISTRICT
2025 PROPOSED OPERATING BUDGET

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December 9, 2024

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 2025 proposed operating budget and proposed budget worksheet.
2. Budget message for 2025.
3. A resolution to adopt the 2025 budget.

We have had the Notice of Proposed Budget published in the December 5th 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 19, 2024 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 2025 budget and the resolution to appropriate sums of money for 2025.

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, 2024.

It should be emphasized that the enclosed proposed 2025 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.

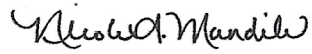
The proposed budget, together with the accompanying approving resolutions, should be signed and dated by the officers of the Board of Directors and the District's seal affixed thereto. One copy of all of these documents should be retained in the permanent files of the District.

Hi-Land Acres Water and Sanitation District

12/09/2024

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 cursive script that reads "Nicole A. Mandile".

Nicole Mandile, CPA

HI-LAND ACRES WATER AND SANITATION DISTRICT

2025 PROPOSED OPERATING BUDGET

ESTIMATED BEGINNING FUND BALANCE, January 1 \$ 161,384

ESTIMATED OPERATING REVENUE

Water sales	110,000	
Sewer fees	91,000	
Sewer tap fee	5,000	
Water tap fee	5,000	
Service charges	250	
Total operating revenue		211,250

ESTIMATED NON-OPERATING REVENUE

General property tax	10,000	
Interest earned	2,700	
Specific ownership taxes	300	
Miscellaneous	550	
Oil royalties	250	
Total non-operating revenue		13,800

Total available resources 386,434

ESTIMATED EXPENDITURES

Operating expenditures -

Repairs and maintenance, water	60,000	
Repairs and maintenance, sewer	20,000	
Utilities, water	13,000	
Utilities, sewer	3,500	
Operating fees, water	7,000	
Operating fees, sewer	3,000	
Service fees, water	18,000	
Service fees, sewer	8,600	
Chemicals and tests, water	6,500	
Engineering, sewer	5,200	
Metro Tap Fee	5,000	
Metro discharge fee	22,000	
Total operating expenses		\$ 171,800

HI-LAND ACRES WATER AND SANITATION DISTRICT

2025 PROPOSED OPERATING BUDGET

ESTIMATED EXPENDITURES - continued

General and administrative expenses -

Insurance	\$	7,000	
Accounting fees		18,000	
Legal fees		9,000	
Website maintenance		3,000	
Miscellaneous		2,000	
Office supplies, postage, and bank charges		400	
Board meeting compensation		6,000	
Telephone		330	
Tax collection, licenses and fees		150	
Rent		500	
Total general and administrative			46,380

Other non-operating expenditures -

Interest		8,900	
Loan payments		18,000	
Contingencies		7,500	
Total other non-operating expenditures			34,400

Total estimated expenditures 252,580

ESTIMATED ENDING FUND BALANCE, December 31 \$ 133,854

HI-LAND ACRES WATER AND SANITATION DISTRICT

BUDGET MESSAGE

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

The attached 2025 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, 2025

	Actual 2023	Estimated 2024	Proposed 2025
ESTIMATED BEGINNING FUND BALANCE, January 1	\$ 126,171	\$ 145,650	\$ 161,384
REVENUE AND RECEIPTS			
<i>Operating revenue -</i>			
Water sales	96,796	107,940	110,000
Sewage fees	86,080	90,375	91,000
Sewer tap fee	-	-	5,000
Water tap fee	-	-	5,000
Service charges	-	-	250
<i>Other receipts -</i>			
General property tax	12,171	9,099	10,000
Interest earned	1,906	2,646	2,700
Specific ownership taxes	821	169	300
Reconnect/surcharge	450	-	450
Miscellaneous	-	-	100
Oil royalties	-	218	250
Total revenue and receipts	<u>198,224</u>	<u>210,447</u>	<u>225,050</u>
Total available resources	<u>324,395</u>	<u>356,097</u>	<u>386,434</u>
EXPENSES AND EXPENDITURES			
<i>Operating expenses -</i>			
Repairs and maintenance, water	65,236	56,217	60,000
Repairs and maintenance, sewer	1,186	25,240	20,000
Utilities, water	6,849	12,407	13,000
Utilities, sewer	1,712	3,102	3,500
Operating fees, water	-	-	7,000
Operating fees, sewer	-	-	3,000
Service fees, water	8,249	17,095	18,000
Service fees, sewer	4,124	8,420	8,600
Chemicals, tests and water samples	2,259	6,053	6,500
Engineering, sewer	4,290	-	5,200
Metro Tap Fee	-	-	5,000
Metro Discharge Fee	19,067	20,892	22,000
Total operating expenses	<u>\$ 112,972</u>	<u>\$ 149,426</u>	<u>\$ 171,800</u>

General and administrative expenses -

Insurance	5,714	340	7,000
Accounting fees	21,578	11,284	18,000
Legal fees	2,118	412	9,000
Website/Computer maintenance	1,052	3,442	3,000
Miscellaneous	-	-	2,000
Office supplies, postage, and bank charges	143	80	400
Board meeting compensation	4,400	5,200	6,000
Telephone	-	-	330
Tax collection, licenses and fees	-	612	150
Rent	354	485	500
Total general and administrative exp	<u>35,359</u>	<u>21,855</u>	<u>46,380</u>

Other expenditures (receipts) -

Purchases of equipment	6,982	-	
Interest expense	4,592	8,898	8,900
State loan payments	18,840	14,534	18,000
Contingencies	-	-	7,500
Total other expenditures	<u>30,414</u>	<u>23,432</u>	<u>34,400</u>
Total expenses and expenditures	<u>178,745</u>	<u>194,713</u>	<u>252,580</u>

ESTIMATED ENDING FUND BALANCE, December 31 \$ 145,650 \$ 161,384 \$ 133,854

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 2025, AND ENDING ON THE LAST DAY OF DECEMBER 2025.

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 11, 2024 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 19, 2024, 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 \$252,580.

That estimated resources for the General Fund are as follows:

From beginning fund balance	\$ 161,384
From sources other than general and specific ownership tax	<u>225,050</u>
	<u>\$ 386,434</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 19th day of December, A.D., 2024.


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 2025 BUDGET YEAR.

WHEREAS, the Board of Directors has adopted the annual budget in accordance with Local Government Budget Law on December 19, 2024, 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	\$ 218,180
Capital outlay and contingencies	7,500
Debt service	26,900
Total General Fund	<u>\$ 252,580</u>

ADOPTED, this Nineteenth Day of December, A.D., 2024.


Richard Roos, Chairperson

Attest:


Donna Irons, Secretary