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# Final Budget

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## INSTRUCTIONS FOR COMPLETING BUDGET REQUEST FORM

In accordance with the requirements of WS 16-4-104 The Department of Audit has modified the Standard Budget Form.

1. Please follow the steps below:
  - a. Download this as an Excel file and save to your computer.
  - b. **Begin by reading this instruction sheet and continue by inputting data on the following worksheets (Tabs are along the bottom of the page).** This will automatically fill results to the "Budget Summary" sheet.
  - c. Enter all required information at the top of the Budget Summary sheet (Name, County, District address, District phone, FYE, Your name, Date, Location, and Time of Budget Hearing).  
**You cannot enter data into cells shaded in gray as they are automatic totals.**
2. Choose, in the drop-down box at the top of this page, which budget ("proposed" or "final") you intend to submit at this time. **No are preparing a proposed budget the "Final Budget" column will be crossed out.**
3. In places you are asked to identify a specific item, please describe it in detail.
4. For EACH budget form prepared (Proposed or Final) you will click the "Create a PDF" button on the Budget Summary page. To save a copy of the budget in your folder in .pdf format. The saved copy of the budget will then need to be submitted via email to county government AND to the Wyoming Department of Audit at [doa-pfd-web@wyo.gov](mailto:doa-pfd-web@wyo.gov)  
[doa-pfd-web@wyo.gov](mailto:doa-pfd-web@wyo.gov)
5. **If you have ANY questions, or concerns, please contact the Public Funds Division at 307-777-7798.**

### What's New:

1. The number of pages has been reduced to Revenue, Expenditures, and Cash & Investments.
2. There is an option to amend the budget during the year if necessary.

**Helpful Tip:** Certain headings have comments associated with them, which contain more detailed information regarding the section of the form you are about to complete. They appear in red boxes to the right of the budget form.

**NOTE:** The column headed "Final Approval" will not be completed until the Public Budget hearing is held. The public hearing is to be held no more than 5 days after the 3rd Thursday in July in accordance with W.S. 16-4-109(b). Or, the governing board of any special purpose district may hold the budget hearing in conjunction with the county budget hearings and so advertise.

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**ote: If you**

This will  
to your

budget

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ly choose to

# Final Budget

CONVERSE COUNTY WEED AND PEST CONTROL DISTRICT	
	Budget Hearing Informa
PO BOX 728	<b>Location:</b> CONVERSE COUNTY WEED AND P
DOUGLAS, WY 82633	<b>Date:</b> 7/13/2017
307-358-2775	<b>Time:</b> 5:00 PM
Converse County	<b>Budget Prepared by:</b> Shaynna Hofstetter

S-1 **BUDGET MESSAGE**

The Converse County Weed and Pest Control District submits this Budget to adequately financ program of controlling designated noxious weeds and pests in the Converse County. The prog continue with an 80% cost share on chemicals, renting equipment for adequate control work at charge and control of prairie dogs, mosquitoes, grasshoppers, and county road right-of-way no problems.

The Converse County Weed and Pest Control District respectfully submits this budget to the Commissioners of Converse County for their consideration and approval

SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

Names of Board Members	Date of End of Term
John Sullivan	1/31/19
Garret Falkenburg	1/31/21
Larry Reed	1/31/21
Jess Dickau	1/31/21
Chuck Pellatz	1/31/21
Brady Vollman	1/31/19
Willam Grant	1/31/19

	Does the district have regular office hours exceeding 20 hours per week?
<b>If Yes, enter</b>	
Address of office:	#59 Highway 59
City, State, Zip:	Douglas, WY 82633
Phone Number:	307-358-2775
Hours Open:	


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

Converse County Weed and Pest office

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

In the Douglas Budget and Glenrock Independent news papers

Where are the public meetings held?

Converse County Weed and Pest office

# FINAL BUDGET SUMMARY

OVERVIEW		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed
S-1	<b>Total Budgeted Expenditures</b>	\$1,006,946	\$1,424,016	\$2,413,300
S-2	<b>Total Principal to Pay on Debt</b>	\$0	\$0	\$2,000
S-3	<b>Total Change to Restricted Funds</b>	\$0	\$0	\$470,000
S-4	<b>Total General Fund and Forecasted Revenues Available</b>	\$2,856,679	\$3,299,184	\$3,621,580
S-5	<i>Amount requested from County Commissioners</i>	\$1,080,909	\$836,786	\$849,414
S-6	<b>Additional Funding Needed :</b>			<b>\$0</b>

REVENUE SUMMARY		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed
S-7	<b>Operating Revenues</b>	\$307,382	\$235,653	\$309,300
S-8	<b>Tax levy (From the County Treasurer)</b>	\$1,080,909	\$836,786	\$849,414
S-9	<b>Government Support</b>	\$0	\$0	\$0
S-10	<b>Grants</b>	\$0	\$0	\$0
S-11	<b>Other County Support (Not from Co. Treas.)</b>	\$0	\$0	\$0
S-12	<b>Miscellaneous</b>	\$15,914	\$235,182	\$261,300
S-13	<b>Other Forecasted Revenue</b>	\$0	\$0	\$0
S-14	<b>Total Revenue</b>	\$1,404,205	\$1,307,621	\$1,420,014

FY 7/1/17-6/30/18 CONVERSE COUNTY WEED AND PEST CONT

EXPENDITURE SUMMARY		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed
S-15	<b>Capital Outlay</b>	\$48,782	\$44,636	\$160,000
S-16	<b>Interest and Fees On Debt</b>	\$0	\$0	\$0
S-17	<b>Administration</b>	\$226,343	\$211,338	\$256,600
S-18	<b>Operations</b>	\$630,886	\$1,071,074	\$1,877,200
S-19	<b>Indirect Costs</b>	\$100,935	\$96,967	\$119,500
S-20	<b>Total Expenditures</b>	\$1,006,946	\$1,424,016	\$2,413,300

DEBT SUMMARY		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed
S-21	<b>Principal Paid on Debt</b>	\$0	\$0	\$2,000

CASH AND INVESTMENTS		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed
S-22	<b>TOTAL GENERAL FUNDS</b>	\$1,452,474	\$1,991,563	\$2,201,566

**Summary of Reserve Funds**

S-23	<b>Beginning Balance in Reserve Accounts</b>			
S-24	a. Depreciation Reserve	\$0	\$0	\$0
S-25	b. Other Reserve	\$0	\$0	\$0
S-26	c. Emergency Reserve (Cash)	\$900,548	\$900,548	\$900,548

	<b>Total Reserves (a+b+c)</b>	\$900,548	\$900,548	\$900,548
S-27	<b>Amount to be added</b>			
S-28	a. Depreciation Reserve	\$0	\$0	\$1,500,000
S-29	b. Other Reserve	\$0	\$0	\$0
S-30	c. Emergency Reserve (Cash)	\$0	\$0	\$70,000
	<b>Total to be added (a+b+c)</b>	\$0	\$0	\$1,570,000
S-31	<b>Subtotal</b>	\$900,548	\$900,548	\$2,470,548
S-32	<b>Less Total to be spent</b>	\$0	\$0	\$1,100,000
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	\$900,548	\$900,548	\$1,370,548

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

Date adopted by Special District

**DISTRICT ADDRESS:** PO BOX 728  
DOUGLAS, WY 82633

**PREPARED BY:** Shaynna Hofstet

**DISTRICT PHONE:** 307-358-2775

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

2/1/17 Form approved by Wyoming Department of Audit, Public Funds Division

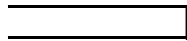
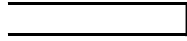
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PEST OFFICE

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

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Yes


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Final Approval

\$2,413,300

\$2,000

\$470,000

\$3,621,580

\$849,414

\$0

Final Approval

\$309,300

\$849,414

\$0

\$0

\$0

\$261,300

\$0

\$1,420,014

CONTROL DISTRICT

Final Approval

\$160,000

\$0

\$256,600

\$1,877,200

\$119,500

\$2,413,300

Final Approval

\$2,000

Final Approval

\$2,201,566

\$0

\$0

\$900,548

\$900,548
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\$1,500,000
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\$0
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\$70,000
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\$1,570,000
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\$2,470,548
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\$1,100,000
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\$1,370,548
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End of Summary

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# Final Budget

CONVERSE COUNTY WEED AND PEST CONTROL |

NAME OF DISTRICT/BOARD

## PROPERTY TAXES AND ASSESSMENTS

	2015-2016 Actual	2016-2017 Estimated
<b>R-1 Property Taxes and Assessments Received</b>		
R-1.1 Tax Levy (From the County Treasurer)	\$1,080,909	\$836,786
R-1.2 Other County Support	\$0	

## FORECASTED REVENUE

	2015-2016 Actual	2016-2017 Estimated
<b>R-2 Revenues from Other Governments</b>		
R-2.1 State Aid	\$0	
R-2.2 Additional County Aid (non-treasurer)	\$0	
R-2.3 City (or Town) Aid	\$0	
R-2.4 Other (Specify) _____	\$0	
R-2.5 <b>Total Government Support</b>	\$0	\$0
<b>R-3 Operating Revenues</b>		
R-3.1 Customer Charges		
R-3.2 Sales of Goods or Services	\$284,836	\$235,653
R-3.3 Other Assessments	\$22,546	\$0
R-3.4 <b>Total Operating Revenues</b>	\$307,382	\$235,653
<b>R-4 Grants</b>		
R-4.1 Direct Federal Grants		
R-4.2 Federal Grants thru State Agencies		
R-4.3 Grants from State Agencies		
R-4.4 <b>Total Grants</b>	\$0	\$0
<b>R-5 Miscellaneous Revenue</b>		
R-5.1 Interest	\$15,914	\$17,886
R-5.2 Other: Specify _____		
R-5.3 Other: See Additional _____		\$217,296
R-5.4 <b>Total Miscellaneous</b>	\$15,914	\$235,182
R-5.5 <b>Total Forecasted Revenue</b>	\$323,296	\$470,835
<b>R-6 Other Forecasted Revenue</b>		
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 <b>Total Other Forecasted Revenue (a+b)</b>	\$0	\$0

FYE 6/30/2018

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2017-2018 Proposed	Final Approval
\$849,414	\$849,414

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2017-2018 Proposed	Final Approval
\$0	\$0
\$270,000	\$270,000
\$39,300	\$39,300
\$309,300	\$309,300
\$0	\$0
\$18,000	\$18,000
\$243,300	\$243,300
\$261,300	\$261,300
\$570,600	\$570,600

\$0	\$0



# Final Budget

## CONVERSE COUNTY WEED AND PEST CONTROL DI

### OPERATIONS BUDGET

		2015-2016 Actual	2016-2017 Estimated
<b>E-7</b>	<b>Personnel Services</b>		
E-7.1	Wages--Operations	\$54,166	\$70,947
E-7.2	Service Contracts		
E-7.3	Other (Specify)		
E-7.4	_____		
E-7.5	_____		
E-7.6			
<b>E-8</b>	<b>Travel</b>		
E-8.1	Mileage	\$4,970	\$1,801
E-8.2	Other (Specify)		
E-8.3	_____		
E-8.4	_____		
E-8.5			
<b>E-9</b>	<b>Operating supplies (List)</b>		
E-9.1	Training	\$1,611	\$956
E-9.2	Genral Repairs	\$6,489	\$13,939
E-9.3	Parts	\$14,928	\$19,975
E-9.4	Spray Equipment	\$15,627	\$17,119
E-9.5	see additional details	\$25,857	\$24,977
<b>E-10</b>	<b>Program Services (List)</b>		
E-10.1	Pesticide Supplies	\$283,433	\$628,466
E-10.2	Emergenecy Grasshoppe	\$0	
E-10.3	Other Insect Control	\$0	
E-10.4	Mosquito Control	\$30,376	\$46,102
E-10.5	see additional details	\$45,731	\$32,196
<b>E-11</b>	<b>Contractual Arrangements (List)</b>		
E-11.1	Contractor	\$147,686	\$212,861
E-11.2	_____		
E-11.3	_____		
E-11.4	_____		
E-11.5			
<b>E-12</b>	<b>Other operations (Specify)</b>		
E-12.1	Miscellaneous	\$12	\$1,736
E-12.2	_____		
E-12.3	_____		
E-12.4	_____		
E-12.5			
<b>E-13</b>	<b>TOTAL OPERATIONS</b>	<b>\$630,886</b>	<b>\$1,071,074</b>



2017-2018 Proposed	Final Approval
\$25,000	\$25,000
\$75,000	\$75,000
\$10,000	\$10,000
\$25,000	\$25,000
\$25,000	\$25,000
\$160,000	\$160,000

2017-2018 Proposed	Final Approval
\$175,000	\$175,000
\$25,000	\$25,000
\$3,000	\$3,000
\$8,000	\$8,000
\$8,000	\$8,000
\$35,000	\$35,000
\$1,600	\$1,600
\$1,000	\$1,000
\$256,600	\$256,600



2017-2018 Proposed	Final Approval
\$125,000	\$125,000
\$6,000	\$6,000
\$3,700	\$3,700
\$19,000	\$19,000
\$25,000	\$25,000
\$25,000	\$25,000
\$41,000	\$41,000
\$800,000	\$800,000
\$50,000	\$50,000
\$405,000	\$405,000
\$375,000	\$375,000
\$2,500	\$2,500
\$1,877,200	\$1,877,200

FYE 6/30/2018

2017-2018 Proposed	Final Approval
\$8,000	\$8,000
\$500	\$500
\$21,000	\$21,000
\$8,000	\$8,000
\$7,000	\$7,000
\$25,000	\$25,000
\$50,000	\$50,000
\$119,500	\$119,500

2017-2018 Proposed	Final Approval
\$2,000	\$2,000
\$2,000	\$2,000

# Final Budget

CONVERSE COUNTY WEED AND PEST CONTROL |

**NAME OF DISTRICT/BOARD**

## GENERAL FUNDS

	2015-2016 Actual	2016-2017 Estimated
<b>C-1 Balances at Beginning of Fiscal Year</b>		
C-1.1 General Fund Checking Account Balance	\$1,452,474	\$1,991,563
C-1.2 Savings and Investments Account Balance		
C-1.3 General Fund CD Balance		
C-1.4 All Other Funds		
C-1.5 Reserves (From Below)	\$900,548	\$900,548
C-1.6 <b>Total Estimated Cash and Investments on Hand</b>	<b>\$2,353,022</b>	<b>\$2,892,111</b>
<b>C-2 General Fund Reductions:</b>		
C-2.1 a. Unpaid bills at FYE	\$39,035	\$119,438
C-2.2 b. Reserves	\$900,548	\$900,548
C-2.3 <b>Total Deductions (a+b)</b>	<b>\$939,583</b>	<b>\$1,019,986</b>
C-2.4 <b>Estimated Non-Restricted Funds Available</b>	<b>\$1,413,439</b>	<b>\$1,872,125</b>

## DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

	2015-2016 Actual	2016-2017 Estimated
<b>C-3</b>		
C-3.1 Beginning Balance in Reserve Account (end of previous year)		\$0
C-3.2 <i>Date of Reserve Approval in Minutes:</i> _____		
C-3.3 Amount to be added to the reserve		
C-3.4 <i>Date of Reserve Approval in Minutes:</i> _____		
C-3.5 <b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</b>
C-3.6 Identify the amount to be spent from "Reserve for Capital Outlay"		
C-3.7 a. <u>Emergencies</u>		
C-3.8 b. _____		
C-3.9 c. _____		
C-3.10 <i>Date of Reserve Approval in Minutes:</i> _____		
C-3.11 <b>TOTAL CAPITAL OUTLAY (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>
C-3.12 Balance to be retained in Depreciation Reserve Account	\$0	\$0

## OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

	2015-2016 Actual	2016-2017 Estimated
<b>C-4</b>		
C-4.1 Beginning Balance in Reserve Account (end of previous year)		\$0
C-4.2 <i>Date of Reserve Approval in Minutes:</i> _____		
C-4.3 Amount to be added to the reserve		
C-4.4 <i>Date of Reserve Approval in Minutes:</i> _____		
C-4.5 <b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</b>
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 <i>Date of Reserve Approval in Minutes:</i> _____		
C-4.11 <b>TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>
C-4.12 Balance to be retained in Other Reserve Account	\$0	\$0

**ASSIGNED FUND BALANCE (EMERGENCY RESERVE - NOT COMMITTED)**

		2015-2016 Actual	2016-2017 Estimated
C-5			
C-5.1	Beginning Balance in Reserve Account (end of previous year)	\$900,548	\$900,548
C-5.2	<i>Date of Reserve Approval in Minutes:</i> _____		
C-5.3	Amount to be added to the reserve		
C-5.4	<i>Date of Reserve Approval in Minutes:</i> _____		
C-5.5	SUB-TOTAL	\$900,548	\$900,548
C-5.6	Amount to be spent from Emergency Reserve (Cash)		
C-5.7	<i>Date of Reserve Approval in Minutes:</i> _____		
C-5.8	Balance to be retained in Assigned Fund Balance	\$900,548	\$900,548
C-5.9	TOTAL TO BE SPENT	\$0	\$0

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2017-2018 Proposed	Final Approval
\$6,000	\$6,000
\$45,566	\$45,566
\$2,150,000	\$2,150,000
\$1,370,548	\$1,370,548
\$3,572,114	\$3,572,114

\$150,000	\$150,000
\$1,370,548	\$1,370,548
\$1,520,548	\$1,520,548
\$2,051,566	\$2,051,566

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2017-2018 Proposed	Final Approval
\$0	
\$1,500,000	\$1,500,000
\$1,500,000	\$1,500,000
\$1,000,000	\$1,000,000
\$1,000,000	\$1,000,000
\$500,000	\$500,000

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2017-2018 Proposed	Final Approval
\$0	
\$0	\$0
\$0	\$0
\$0	\$0

[Redacted]

2017-2018 Proposed	Final Approval
\$900,548	\$900,548
\$70,000	\$70,000
\$970,548	\$970,548
\$100,000	\$100,000
\$870,548	\$870,548
\$1,100,000	\$1,100,000











## CONTENTS

Instructions

**Budget Summary**

Revenue

Expenditures

Cash & Investments

Additional Details

Notes

## Notes and Workspace

This page is for any additional information and calculations that you would keep for your records.

*This worksheet will not be submitted with the budget form.*

Id like to