

Proposed Budget

Converse County Conservation District	
Budget Hearing Information	
911 S. Windriver Drive	Location: USDA Service Center-Douglas, WY
Douglas, WY 82633	Date: 6/16/2016
307-358-3050	Time: 4:30 p.m.
Converse	Budget Prepared by: Michelle Huntington

S-1	BUDGET MESSAGE	W.S. 16-4-104(d)
<p>The Converse County Conservation District continues the operation and administration of the District including two full time salaried employees. The District occupies space in the USDA Service Center, owns various equipment and supplies, owns a vehicle and does not own real property.</p> <p>The Converse County Conservation District operates with a positive cash flow with revenues received from a portion of the voter approved one mill tax levy, grants from the Wyoming Department of Agriculture and other State agencies and pass-through project contributions from outside partners. The Board anticipates future needs by establishing and maintaining reserve accounts for Emergency, Operating (Cash), and Depreciation.</p> <p>The Converse County Conservation District pays organizational dues, reviews subdivision/land use developments as necessary and develops and supports various youth and adult education programs. The District provides several cost-share assistance and grant programs for projects that provide public benefit and continues to be involved in natural resource management and planning.</p>		

PROPOSED BUDGET SUMMARY

OVERVIEW	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-1 Total Budgeted Expenditures	\$295,243	\$482,366	\$728,685	\$0
S-2 Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3 Total to be added to Restricted Funds	\$0	\$0	\$850,000	\$0
S-4 Total General Fund and Forecasted Revenues	\$1,613,181	\$1,851,854	\$1,876,411	\$1,876,411
S-5 Amount requested from County Commissioners	\$491,329	\$455,178	\$325,503	\$325,503
S-6 Additional Funding Needed :				\$0

Converse County Conservation District

REVENUE SUMMARY	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-7 Operating Revenues	\$8,478	\$11,342	\$12,500	\$12,500
S-8 Tax levy (From the County Treasurer)	\$491,329	\$455,178	\$325,503	\$325,503
S-9 Government Support	\$11,784	\$11,171	\$12,706	\$12,706
S-10 Grants	\$51,409	\$144,367	\$169,585	\$169,585
S-11 Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12 Miscellaneous	\$1,892	\$1,402	\$1,100	\$1,100
S-13 Other Forecasted Revenue	\$13,212	\$23,223	\$207,291	\$207,291
S-14 Total Revenue	\$578,104	\$646,683	\$728,685	\$728,685

EXPENDITURE SUMMARY		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-15	Capital Outlay	\$0	\$600	\$3,000	\$3,000
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$86,386	\$91,086	\$95,903	\$95,203
S-18	Operations	\$174,478	\$341,183	\$577,958	\$328,958
S-19	Indirect Costs	\$34,379	\$49,497	\$51,824	\$51,740
S-20	Total Expenditures	\$295,243	\$482,366	\$728,685	\$478,901

DEBT SUMMARY		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$1,035,077	\$1,205,171	\$1,147,726	\$1,147,726

Summary of Reserve Funds

S-23	Beginning Balance in Reserve Accounts				
S-24	a. Depreciation Reserve	\$0	\$0	\$0	\$0
S-25	b. Other Reserve	\$0	\$0	\$0	\$0
S-26	c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$0	\$0	\$0	\$0
S-27	Amount to be added				
S-28	a. Depreciation Reserve	\$0	\$0	\$100,000	\$100,000
S-29	b. Other Reserve	\$0	\$0	\$350,000	\$350,000
S-30	c. Emergency Reserve (Cash)	\$0	\$0	\$400,000	\$400,000
	Total to be added (a+b+c)	\$0	\$0	\$850,000	\$850,000
S-31	Subtotal	\$0	\$0	\$850,000	\$850,000
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$0	\$0	\$850,000	\$850,000

End of Summary

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

Date adopted by Special District _____

DISTRICT ADDRESS: 911 S. Windriver Drive
Douglas, WY 82633

PREPARED BY: Michelle Huntington

DISTRICT PHONE: 307-358-3050

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

Form approved by Wyoming Department of Audit, Public Funds Division

Proposed Budget

Converse County Conservation District

FYE 6/30/2017

NAME OF DISTRICT/BOARD

PROPERTY TAXES AND ASSESSMENTS

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
R-1	Property Taxes and Assessments Received				
R-1.1	Tax Levy (From the County Treasurer)	\$491,329	\$455,178	\$325,503	\$325,503
R-1.2	Other County Support				

FORECASTED REVENUE

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
R-2	Revenues from Other Governments				
R-2.1	State Aid	\$11,784	\$11,171	\$12,706	\$12,706
R-2.2	Additional County Aid (non-treasurer)				
R-2.3	City (or Town) Aid				
R-2.4	Other (Specify)				
R-2.5	Total Government Support	\$11,784	\$11,171	\$12,706	\$12,706
R-3	Operating Revenues				
R-3.1	Customer Charges				
R-3.2	Sales of Goods or Services	\$8,478	\$11,342	\$12,500	\$12,500
R-3.3	Other Assessments				
R-3.4	Total Operating Revenues	\$8,478	\$11,342	\$12,500	\$12,500
R-4	Grants				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies	\$51,409	\$144,367	\$169,585	\$169,585
R-4.4	Total Grants	\$51,409	\$144,367	\$169,585	\$169,585
R-5	Miscellaneous Revenue				
R-5.1	Interest	\$835	\$1,137	\$1,100	\$1,100
R-5.2	Other: Specify Refund	\$1,057	\$265	\$0	
R-5.3	Other: Additional				
R-5.4	Total Miscellaneous	\$1,892	\$1,402	\$1,100	\$1,100
R-5.5	Total Forecasted Revenue	\$73,563	\$168,282	\$195,891	\$195,891
R-6	Other Forecasted Revenue				
R-6.1	a. Other past due-as estimated by Co. Treas.				
R-6.2	b. Other forecasted revenue (specify):				
R-6.3	Operating Cash on Hand	\$13,212	\$23,223	\$207,292	\$207,292
R-6.4	_____				
R-6.5	_____				
R-6.6	Total Other Forecasted Revenue (a+b)	\$13,212	\$23,223	\$207,292	\$207,292

Proposed Budget

Converse County Conservation District

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NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
E-1	Capital Outlay				
E-1.1	Real Property				
E-1.2	Vehicles				
E-1.3	Office Equipment	\$0	\$600	\$3,000	\$3,000
E-1.4	Other (Specify)				
E-1.5	_____				
E-1.6	_____				
E-1.7					
E-1.8	TOTAL CAPITAL OUTLAY	\$0	\$600	\$3,000	\$3,000

ADMINISTRATION BUDGET

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
E-2	Personnel Services				
E-2.1	Administrator	\$62,541	\$64,303	\$64,303	\$64,303
E-2.2	Secretary				
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5	_____				
E-2.6	_____				
E-2.7					
E-3	Board Expenses				
E-3.1	Travel				
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4	Meals, Apparel, Conventi	\$1,082	\$944	\$1,700	\$1,700
E-3.5	Elections	\$465	\$0	\$700	\$700
E-3.6					
E-4	Contractual Services				
E-4.1	Legal	\$2,500	\$2,500	\$2,500	\$2,500
E-4.2	Accounting/Auditing	\$380	\$2,550	\$2,550	\$2,550
E-4.3	Other (Specify)				
E-4.4	_____				
E-4.5	_____				
E-4.6					
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$4,524	\$4,278	\$6,450	\$6,450
E-5.2	Office equipment, rent & repair				
E-5.3	Education				
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	Dues	\$14,332	\$14,892	\$15,000	\$15,000
E-5.7	Maintenance/Repairs	\$89	\$1,026	\$2,000	\$2,000
E-5.8	see additional details	\$473	\$593	\$700	
E-6	TOTAL ADMINISTRATION	\$86,386	\$91,086	\$95,903	\$95,203

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OPERATIONS BUDGET

			2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
E-7	Personnel Services					
E-7.1	Wages--Operations		\$0	\$27,582	\$34,873	\$34,873
E-7.2	Service Contracts					
E-7.3	Other (Specify)					
E-7.4	_____					
E-7.5	_____					
E-7.6	_____					
E-8	Travel					
E-8.1	Mileage					
E-8.2	Other (Specify)					
E-8.3	Fuel, Meeting Misc		\$2,018	\$2,880	\$5,000	\$5,000
E-8.4	_____					
E-8.5	_____					
E-9	Operating supplies (List)					
E-9.1	_____					
E-9.2	_____					
E-9.3	_____					
E-9.4	_____					
E-9.5	_____					
E-10	Program Services (List)					
E-10.1	Community Pride Enhanc		\$5,525	\$7,715	\$12,000	\$12,000
E-10.2	Water Quality		\$3,558	\$6,412	\$8,000	\$8,000
E-10.3	Education/Information		\$9,459	\$9,100	\$12,000	\$12,000
E-10.4	District Objective		\$4,183	\$5,827	\$8,000	\$8,000
E-10.5	see additional details		\$56,191	\$47,996	\$90,000	
E-11	Contractual Arrangements (List)					
E-11.1	Septic System Program		\$0	\$0	\$5,000	\$5,000
E-11.2	Windbreak/Community C:		\$3,171	\$3,500	\$35,000	\$35,000
E-11.3	WWDC Small Water		\$52,691	\$121,286	\$147,585	\$147,585
E-11.4	Resource Enhancement/t		\$0	\$0	\$51,000	\$51,000
E-11.5	see additional details		\$10,447	\$108,668	\$159,000	
E-12	Other operations (Specify)					
E-12.1	Rain Barrels		\$420	\$0	\$500	\$500
E-12.2	Pathway to Water Quality		\$6,815	\$217	\$10,000	\$10,000
E-12.3	Pictometry		\$20,000	\$0	\$0	
E-12.4	_____					
E-12.5	_____					
E-13	TOTAL OPERATIONS		\$174,478	\$341,183	\$577,958	\$328,958

Proposed Budget

Converse County Conservation District

FYE 6/30/2017

INDIRECT COSTS BUDGET

			2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
E-14	Insurance					
E-14.1	Liability		\$766	\$934	\$1,000	\$1,000
E-14.2	Buildings and vehicles		\$732	\$732	\$1,000	\$1,000
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	Bonding		\$1,194	\$0	\$0	
E-14.6						
E-14.7						
E-15	Indirect payroll costs:					
E-15.1	FICA (Social Security) taxes		\$4,688	\$5,582	\$5,600	\$5,600
E-15.2	Workers Compensation		\$1,115	\$1,639	\$1,640	\$1,640
E-15.3	Unemployment Taxes		\$86	\$158	\$200	\$200
E-15.4	Retirement		\$9,719	\$14,915	\$15,300	\$15,300
E-15.5	Health Insurance		\$15,523	\$24,423	\$26,006	\$26,006
E-15.6	Other (Specify)					
E-15.7	Dental		\$477	\$969	\$894	\$894
E-15.8	Life		\$41	\$61	\$100	\$100
E-15.9	see additional details		\$38	\$84	\$84	
E-16	Depreciation Expenses					
E-17	TOTAL INDIRECT COSTS		\$34,379	\$49,497	\$51,824	\$51,740

DEBT SERVICE BUDGET

			2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
D-1	Debt Service					
D-1.1	Principal					
D-1.2	Interest					
D-1.3	Fees					
D-2	TOTAL DEBT SERVICE		\$0	\$0	\$0	\$0

Proposed Budget

Converse County Conservation District
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2017 _____

GENERAL FUNDS

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
C-1	Balances at End of Fiscal Year				
C-1.1	General Fund Checking Account Balance	\$990,024	\$1,160,000	\$1,102,526	\$1,102,526
C-1.2	Savings and Investments Account Balance	\$45,053	\$45,171	\$45,200	\$45,200
C-1.3	General Fund CD Balance				
C-1.4	All Other Funds				
C-1.5	Reserves (From Below)	\$0	\$0	\$850,000	\$850,000
C-1.6	Total Estimated Cash and Investments on Hand	\$1,035,077	\$1,205,171	\$1,997,726	\$1,997,726
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$0	\$0	\$850,000	\$850,000
C-2.3	Total Deductions (a+b)	\$0	\$0	\$850,000	\$850,000
C-2.4	Estimated Non-Restricted Funds Available	\$1,035,077	\$1,205,171	\$1,147,726	\$1,147,726

DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
C-3					
C-3.1	Balance in Reserve Account, end of previous fiscal year.	\$0	\$0	\$0	
C-3.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.3	Amount to be added to the reserve	\$0	\$0	\$100,000	\$100,000
C-3.4	<i>Date of Reserve Approval in Minutes:</i> <u>5/19/2016</u>				
C-3.5	SUB-TOTAL	\$0	\$0	\$100,000	\$100,000
C-3.6	Identify the amount to be spent from "Reserve for Capital Outlay"				
C-3.7	a. _____				
C-3.8	b. _____				
C-3.9	c. _____				
C-3.10	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.11	TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-3.12	Account (Line 3 - Line 5)	\$0	\$0	\$100,000	\$100,000

OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
C-4					
C-4.1	Balance in Reserve Account, beginning of budget year	\$0	\$0	\$0	
C-4.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.3	Amount to be added to the reserve	\$0	\$0	\$350,000	\$350,000
C-4.4	<i>Date of Reserve Approval in Minutes:</i> <u>5/19/2016</u>				
C-4.5	SUB-TOTAL	\$0	\$0	\$350,000	\$350,000
C-4.6	"Other Reserves"				
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	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-4.12	9 - Line 11)	\$0	\$0	\$350,000	\$350,000

ASSIGNED FUND BALANCE (EMERGENCY RESERVE - NOT COMMITTED)

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
C-5					
C-5.1	Balance in Reserve Account, beginning of budget year	\$0	\$0	\$0	
C-5.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.3	Amount to be added to the reserve	\$0	\$0	\$400,000	\$400,000
C-5.4	<i>Date of Reserve Approval in Minutes:</i> <u>5/19/2016</u>				
C-5.5	SUB-TOTAL	\$0	\$0	\$400,000	\$400,000
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	\$0	\$0	\$400,000	\$400,000
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0