

Final Budget

Converse County Conservation District	
Budget Hearing Information	
911 S. Windriver Drive	Location: USDA Service Center - Douglas, WY
Douglas, WY 82633	Date: 6/15/2017
307-624-3151	Time: 4:30 p.m.
Converse County	Budget Prepared by: Michelle Huntington

S-A	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. There is a difference in the 2017/2018 budget due to several projects funded through the Wyoming Water Development Commission Small Water Program being completed. There are no new applications for this fiscal year so there will not be any income or expense associated with that line item. The Board anticipates future needs by establishing and maintaining a Money Market account with money reserved for Emergency, Operating (Cash), and Depreciation purposes.</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>		
S-B	RESERVE DESCRIPTION	
<p>FY 17/18 Emergency Reserve \$400,000; Depreciation (Capitol) Reserve \$100,000; Operating (Cash) Reserve \$350,000 A copy of the Converse County Conservation District Reserve Policy can be viewed upon request.</p>		

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

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

Where are the public meetings held?

FINAL BUDGET SUMMARY

OVERVIEW		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
S-1	Total Budgeted Expenditures		\$397,028	\$487,600	\$550,100
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	\$0	\$0	\$0
S-4	Total General Fund and Forecasted Revenues Available		\$510,587	\$486,100	\$595,562
S-5	Amount requested from County Commissioners	\$0	\$139,190	\$210,063	\$190,603
S-6	Additional Funding Needed :			\$1,500	\$0

REVENUE SUMMARY		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
S-7	Operating Revenues	\$11,759	\$9,457	\$10,450	\$10,450
S-8	Tax levy (From the County Treasurer)	\$554,414	\$139,190	\$210,063	\$190,603
S-9	Government Support	\$13,024	\$11,104	\$8,823	\$8,823
S-10	Grants	\$155,867	\$51,834	\$9,102	\$7,500
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$1,550	\$3,610	\$2,200	\$2,200
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$35,000

S-14	Total Revenue	\$736,614	\$215,195	\$240,638	\$254,576
FY 7/1/17-6/30/18		Converse County Conservation District			

EXPENDITURE SUMMARY		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
S-15	Capital Outlay	\$600	\$0	\$3,000	\$3,000
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$91,086	\$90,680	\$93,600	\$93,600
S-18	Operations	\$326,570	\$265,766	\$335,500	\$398,000
S-19	Indirect Costs	\$49,497	\$40,582	\$55,500	\$55,500
S-20	Total Expenditures	\$467,753	\$397,028	\$487,600	\$550,100

DEBT SUMMARY		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
S-22	TOTAL GENERAL FUNDS	\$462,009	\$295,392	\$245,462	\$340,986

Summary of Reserve Funds

S-23	Beginning Balance in Reserve Accounts				
S-24	a. Depreciation Reserve	\$100,000	\$100,000	\$100,000	\$100,000
S-25	b. Other Reserve	\$0	\$0	\$0	\$0
S-26	c. Emergency Reserve (Cash)	\$750,000	\$750,000	\$750,000	\$750,000
	Total Reserves (a+b+c)	\$850,000	\$850,000	\$850,000	\$850,000
S-27	Amount to be added				
S-28	a. Depreciation Reserve	\$0	\$0	\$0	\$0
S-29	b. Other Reserve	\$0	\$0	\$0	\$0
S-30	c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$0	\$0	\$0	\$0
S-31	Subtotal	\$850,000	\$850,000	\$850,000	\$850,000
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$850,000	\$850,000	\$850,000	\$850,000

End of Summary

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

Date adopted by Special District 6/15/2017

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

PREPARED BY: Michelle Huntington

DISTRICT PHONE: 307-624-3151

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

3/27/17 Form approved by Wyoming Department of Audit, Public Funds Division

Final Budget

Converse County Conservation District

FYE 6/30/2018

NAME OF DISTRICT/BOARD

PROPERTY TAXES AND ASSESSMENTS

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
R-1	Property Taxes and Assessments Received				
R-1.1	Tax Levy (From the County Treasurer)	\$554,414	\$139,190	\$210,063	\$190,603
R-1.2	Other County Support				

FORECASTED REVENUE

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
R-2	Revenues from Other Governments				
R-2.1	State Aid	\$13,024	\$11,104	\$8,823	\$8,823
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	\$13,024	\$11,104	\$8,823	\$8,823
R-3	Operating Revenues				
R-3.1	Customer Charges				
R-3.2	Sales of Goods or Services	\$11,759	\$9,457	\$10,450	\$10,450
R-3.3	Other Assessments				
R-3.4	Total Operating Revenues	\$11,759	\$9,457	\$10,450	\$10,450
R-4	Grants				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies	\$155,867	\$51,834	\$9,102	\$7,500
R-4.4	Total Grants	\$155,867	\$51,834	\$9,102	\$7,500
R-5	Miscellaneous Revenue				
R-5.1	Interest	\$1,189	\$2,091	\$2,200	\$2,200
R-5.2	Other: Specify <u>Misc Sales/Reimburse</u>	\$361	\$1,519	\$0	
R-5.3	Other: Additional				
R-5.4	Total Miscellaneous	\$1,550	\$3,610	\$2,200	\$2,200
R-5.5	Total Forecasted Revenue	\$182,200	\$76,005	\$30,575	\$28,973
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	<u>DCA SWAT</u>				\$35,000
R-6.4	_____				
R-6.5	_____				
R-6.6	Total Other Forecasted Revenue (a+b)	\$0	\$0	\$0	\$35,000

Final Budget

Converse County Conservation District

FYE 6/30/2018

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
E-1	Capital Outlay				
E-1.1	Real Property				
E-1.2	Vehicles				
E-1.3	Office Equipment	\$600	\$0	\$3,000	\$3,000
E-1.4	Other (Specify)				
E-1.5	_____				
E-1.6	_____				
E-1.7	_____				
E-1.8	TOTAL CAPITAL OUTLAY	\$600	\$0	\$3,000	\$3,000

ADMINISTRATION BUDGET

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
E-2	Personnel Services				
E-2.1	Administrator	\$64,303	\$64,303	\$65,000	\$65,000
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	\$944	\$900	\$1,500	\$1,500
E-3.5	Elections	\$0	\$1,411	\$0	
E-3.6	_____				
E-4	Contractual Services				
E-4.1	Legal	\$2,500	\$2,500	\$2,500	\$2,500
E-4.2	Accounting/Auditing	\$2,550	\$2,600	\$2,600	\$2,600
E-4.3	Other (Specify)				
E-4.4	_____				
E-4.5	_____				
E-4.6	_____				
E-5	Other Administrative Expenses				
E-5.1	Office Supplies				
E-5.2	Office equipment, rent & repair	\$4,278	\$3,570	\$4,400	\$4,400
E-5.3	Education				
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	Dues	\$14,892	\$14,682	\$15,000	\$15,000
E-5.7	Maintenance/Repairs	\$1,026	\$266	\$2,000	\$2,000
E-5.8	see additional details	\$593	\$448	\$600	\$600
E-6	TOTAL ADMINISTRATION	\$91,086	\$90,680	\$93,600	\$93,600

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OPERATIONS BUDGET

			2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
E-7	Personnel Services					
E-7.1	Wages--Operations		\$27,582	\$17,158	\$32,000	\$32,000
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		\$2,880	\$2,964	\$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		\$7,715	\$7,000	\$10,000	\$25,000
E-10.2	Water Quality		\$6,412	\$4,700	\$8,000	\$8,000
E-10.3	Education/Information		\$9,100	\$9,600	\$12,000	\$12,000
E-10.4	District Objective		\$5,827	\$6,130	\$8,000	\$8,000
E-10.5	see additional details		\$47,996	\$38,289	\$90,000	\$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.		\$3,500	\$11,675	\$32,500	\$40,000
E-11.3	WWDC Small Water		\$121,286	\$72,050	\$0	
E-11.4	Resource Enhancement		\$0	\$21,000	\$50,000	\$50,000
E-11.5	see additional details		\$94,055	\$74,360	\$72,500	\$92,500
E-12	Other operations (Specify)					
E-12.1	Rain Barrels		\$0	\$240	\$500	\$500
E-12.2	Pathway to Water Quality		\$217	\$600	\$10,000	\$10,000
E-12.3	Pictometry		\$0	\$0	\$0	\$20,000
E-12.4	_____					
E-12.5	_____					
E-13	TOTAL OPERATIONS		\$326,570	\$265,766	\$335,500	\$398,000

Final Budget

Converse County Conservation District

FYE 6/30/2018

INDIRECT COSTS BUDGET

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
E-14	Insurance				
E-14.1	Liability	\$934	\$972	\$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	<u>Bonding</u>	\$0	\$0	\$1,500	\$1,500
E-14.6					
E-14.7					
E-15	Indirect payroll costs:				
E-15.1	FICA (Social Security) taxes	\$5,582	\$4,337	\$5,700	\$5,700
E-15.2	Workers Compensation	\$1,639	\$1,650	\$2,016	\$2,016
E-15.3	Unemployment Taxes	\$158	\$129	\$200	\$200
E-15.4	Retirement	\$14,915	\$12,961	\$17,000	\$17,000
E-15.5	Health Insurance	\$24,423	\$19,103	\$25,800	\$25,800
E-15.6	Other (Specify)				
E-15.7	<u>Dental</u>	\$969	\$591	\$900	\$900
E-15.8	<u>Life</u>	\$61	\$54	\$300	\$300
E-15.9	see additional details	\$84	\$53	\$84	\$84
E-16	Depreciation Expenses				
E-17	TOTAL INDIRECT COSTS	\$49,497	\$40,582	\$55,500	\$55,500

DEBT SERVICE BUDGET

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final 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

Final Budget

Converse County Conservation District
NAME OF DISTRICT/BOARD _____

FYE 6/30/2018

GENERAL FUNDS

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking Account Balance	\$416,821	\$250,000	\$200,000	\$295,524
C-1.2	Savings and Investments Account Balance	\$45,188	\$45,392	\$45,462	\$45,462
C-1.3	General Fund CD Balance				
C-1.4	All Other Funds				
C-1.5	Reserves (From Below)	\$850,000	\$850,000	\$850,000	\$850,000
C-1.6	Total Estimated Cash and Investments on Hand	\$1,312,009	\$1,145,392	\$1,095,462	\$1,190,986
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$850,000	\$850,000	\$850,000	\$850,000
C-2.3	Total Deductions (a+b)	\$850,000	\$850,000	\$850,000	\$850,000
C-2.4	Estimated Non-Restricted Funds Available	\$462,009	\$295,392	\$245,462	\$340,986

DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
C-3					
C-3.1	Beginning Balance in Reserve Account (end of previous year)	\$100,000	\$100,000	\$100,000	\$100,000
C-3.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.3	Amount to be added to the reserve		\$0		
C-3.4	<i>Date of Reserve Approval in Minutes:</i> <u>5/18/2017</u>				
C-3.5	SUB-TOTAL	\$100,000	\$100,000	\$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	Balance to be retained in Depreciation Reserve Account	\$100,000	\$100,000	\$100,000	\$100,000

OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
C-4					
C-4.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$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	SUB-TOTAL	\$0	\$0	\$0	\$0
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	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained in Other Reserve Account	\$0	\$0	\$0	\$0

ASSIGNED FUND BALANCE (EMERGENCY RESERVE - NOT COMMITTED)

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
C-5					
C-5.1	Beginning Balance in Reserve Account (end of previous year)	\$750,000	\$750,000	\$750,000	\$750,000
C-5.2	<i>Date of Reserve Approval in Minutes:</i> <u>5/18/2017</u>				
C-5.3	Amount to be added to the reserve		\$0		
C-5.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.5	SUB-TOTAL	\$750,000	\$750,000	\$750,000	\$750,000
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	\$750,000	\$750,000	\$750,000	\$750,000
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0