

Final Budget

Glenrock Cemetery District	
Budget Hearing Information	
800 S. 4th	Location: Cemetery Office
Glenrock, WY 82637	Date: 7/11/2019
307-436-259	Time: 4pm
Converse County	Budget Prepared by: Darin Young / Carolyn Lehner

S-A	BUDGET MESSAGE	W.S. 16-4-104(d)
<p>The Glenrock cemetery district has had no major changes in the operation of the district. There have been no unexpected increases to revenues. GCD is continuing the capitol project in the current fiscal year and is nearing completion and will continue as funding allows. No ending date to this project has been projected.</p>		

S-B	RESERVE DESCRIPTION
<p>\$50,000 In our Depreciation Reserve - (CD's) and \$60,000 in our Emergency Reserve -(CD's)</p>	

S-C		
Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week? <input type="checkbox"/> Yes
Carolyn Lehner	11/30/22	If Yes, enter
John Dehler	11/30/22	Address of office: 800 S. 4th
Lana Richardson	11/30/22	City, State, Zip: Glenrock, WY 82637
Ron Yates	11/30/20	Phone Number: 307-436-2569
Victor Ohman	11/30/20	Hours Open: 7am -4pm
Lind Care-Smith	11/30/20	

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		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$623,800	\$384,831	\$562,068	\$562,068
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	-\$30,000	\$30,000	\$30,000
S-4	Total General Fund and Forecasted Revenues Available	\$972,762	\$792,762	\$616,800	\$616,800
S-5	Amount requested from County Commissioners	\$280,000	\$100,000	\$400,000	\$400,000
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-7	Operating Revenues	\$5,800	\$5,800	\$5,800	\$5,800
S-8	Tax levy (From the County Treasurer)	\$280,000	\$100,000	\$400,000	\$400,000
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$0	\$0	\$0	\$0
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$1,000	\$1,000	\$1,000	\$1,000
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0
S-14	Total Revenue	\$286,800	\$106,800	\$406,800	\$406,800

FY 7/1/19-6/30/20 Glenrock Cemetery District

EXPENDITURE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-15	Capital Outlay	\$347,000	\$62,500	\$233,500	\$233,500
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$68,700	\$71,200	\$81,200	\$81,200
S-18	Operations	\$123,100	\$133,500	\$140,500	\$140,500
S-19	Indirect Costs	\$85,000	\$87,631	\$106,868	\$106,868
S-20R	Expenditures paid by Reserves	\$0	\$30,000	\$0	\$0
S-20	Total Expenditures	\$623,800	\$384,831	\$562,068	\$562,068

DEBT SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-22	TOTAL GENERAL FUNDS	\$685,962	\$685,962	\$210,000	\$210,000
Summary of Reserve Funds					
S-23	Beginning Balance in Reserve Accounts				
S-24	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-25	b. Reserves	\$110,000	\$110,000	\$80,000	\$80,000
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$110,000	\$110,000	\$80,000	\$80,000
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$0	\$0	\$30,000	\$30,000
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$0	\$0	\$30,000	\$30,000
S-31	Subtotal	\$110,000	\$110,000	\$110,000	\$110,000
S-32	Less Total to be spent	\$0	\$30,000	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$110,000	\$80,000	\$110,000	\$110,000

End of Summary

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

Date adopted by Special District _____

DISTRICT ADDRESS: 800 S. 4th
Glenrock, WY 82637

PREPARED BY: Darin Young / Carolyn Lehner

DISTRICT PHONE: 307-436-259

Final Budget

Glenrock Cemetery District
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2020 _____

PROPERTY TAXES AND ASSESSMENTS

	2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
R-1 Property Taxes and Assessments Received				
R-1.1 Tax Levy (From the County Treasurer)	\$280,000	\$100,000	\$400,000	\$400,000
R-1.2 Other County Support				

FORECASTED REVENUE

	2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
R-2 Revenues from Other Governments				
R-2.1 State Aid				
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	\$0	\$0	\$0	\$0
R-3 Operating Revenues				
R-3.1 Customer Charges				
R-3.2 Sales of Goods or Services	\$5,800	\$5,800	\$5,800	\$5,800
R-3.3 Other Assessments				
R-3.4 Total Operating Revenues	\$5,800	\$5,800	\$5,800	\$5,800
R-4 Grants				
R-4.1 Direct Federal Grants				
R-4.2 Federal Grants thru State Agencies				
R-4.3 Grants from State Agencies				
R-4.4 Total Grants	\$0	\$0	\$0	\$0
R-5 Miscellaneous Revenue				
R-5.1 Interest	\$1,000	\$1,000	\$1,000	\$1,000
R-5.2 Other: Specify _____				
R-5.3 Other: Additional _____				
R-5.4 Total Miscellaneous	\$1,000	\$1,000	\$1,000	\$1,000
R-5.5 Total Forecasted Revenue	\$6,800	\$6,800	\$6,800	\$6,800
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 _____				
R-6.4 _____				
R-6.5 _____				
R-6.6 Total Other Forecasted Revenue (a+b)	\$0	\$0	\$0	\$0

Final Budget

Glenrock Cemetery District
 NAME OF DISTRICT/BOARD

FYE 6/30/2020

CAPITAL OUTLAY BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
E-1	Capital Outlay				
E-1.1	Real Property				
E-1.2	Vehicles				
E-1.3	Office Equipment	\$2,000	\$2,500	\$3,500	\$3,500
E-1.4	Other (Specify)				
E-1.5	<u>Cemetery Expansion</u>	\$340,000	\$50,000	\$200,000	\$200,000
E-1.6	<u>Equipment Purchase</u>	\$5,000	\$10,000	\$30,000	\$30,000
E-1.7					
E-1.8	TOTAL CAPITAL OUTLAY	\$347,000	\$62,500	\$233,500	\$233,500

ADMINISTRATION BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
E-2	Personnel Services				
E-2.1	Administrator	\$52,500	\$54,000	\$55,000	\$55,000
E-2.2	Secretary				
E-2.3	Clerical	\$5,000	\$5,000	\$5,000	\$5,000
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	<u>Election</u>	\$500	\$500	\$0	
E-3.5					
E-3.6					
E-4	Contractual Services				
E-4.1	Legal	\$3,500	\$3,500	\$3,500	\$3,500
E-4.2	Accounting/Auditing	\$0	\$0	\$10,000	\$10,000
E-4.3	Other (Specify)				
E-4.4					
E-4.5					
E-4.6					
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$0	\$0	\$0	
E-5.2	Office equipment, rent & repair	\$1,000	\$1,000	\$0	
E-5.3	Education	\$1,000	\$1,500	\$1,500	\$1,500
E-5.4	Registrations	\$500	\$500	\$0	
E-5.5	Other (Specify)				
E-5.6	<u>Postage</u>	\$200	\$200	\$200	\$200
E-5.7	<u>Utilities</u>	\$4,500	\$5,000	\$6,000	\$6,000
E-5.8					
E-6	TOTAL ADMINISTRATION	\$68,700	\$71,200	\$81,200	\$81,200

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Glenrock Cemetery District

FYE 6/30/2020

OPERATIONS BUDGET			
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			2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
E-7	Personnel Services					
E-7.1	Wages--Operations		\$76,750	\$79,000	\$82,000	\$82,000
E-7.2	Service Contracts					
E-7.3	Other (Specify)					
E-7.4	Payroll Reserve		\$4,000	\$9,000	\$6,000	\$6,000
E-7.5						
E-7.6						
E-8	Travel					
E-8.1	Mileage					
E-8.2	Other (Specify)					
E-8.3						
E-8.4						
E-8.5						
E-9	Operating supplies (List)					
E-9.1	Fuel		\$3,000	\$3,000	\$4,000	\$4,000
E-9.2	Horticulture		\$3,000	\$3,000	\$4,000	\$4,000
E-9.3	Plot / Graves		\$6,000	\$3,000	\$3,000	\$3,000
E-9.4	Water / Irrigation		\$15,000	\$20,000	\$25,000	\$25,000
E-9.5						
E-10	Program Services (List)					
E-10.1	Quickbooks		\$350	\$500	\$500	\$500
E-10.2						
E-10.3						
E-10.4						
E-10.5						
E-11	Contractual Arrangements (List)					
E-11.1						
E-11.2						
E-11.3						
E-11.4						
E-11.5						
E-12	Other operations (Specify)					
E-12.1	Infrastructure Repair		\$12,000	\$12,000	\$12,000	\$12,000
E-12.2	Tools / Hardware		\$2,000	\$2,000	\$2,000	\$2,000
E-12.3	Equipment Rentals		\$1,000	\$1,000	\$1,000	\$1,000
E-12.4	General labor		\$0	\$1,000	\$1,000	\$1,000
E-12.5						
E-13	TOTAL OPERATIONS		\$123,100	\$133,500	\$140,500	\$140,500

Final Budget

Glenrock Cemetery District

FYE 6/30/2020

INDIRECT COSTS BUDGET

			2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
E-14	Insurance					
E-14.1	Liability					
E-14.2	Buildings and vehicles		\$4,000	\$4,500	\$5,000	\$5,000
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	_____					
E-14.6	_____					
E-14.7						
E-15	Indirect payroll costs:					
E-15.1	FICA (Social Security) taxes		\$10,000	\$10,863	\$11,000	\$11,000
E-15.2	Workers Compensation		\$3,000	\$3,068	\$3,068	\$3,068
E-15.3	Unemployment Taxes					
E-15.4	Retirement		\$11,500	\$12,600	\$15,000	\$15,000
E-15.5	Health Insurance		\$50,000	\$50,000	\$65,000	\$65,000
E-15.6	Other (Specify)					
E-15.7	D&O Treasurers Bond		\$2,000	\$2,000	\$2,000	\$2,000
E-15.8	Vision / Dental		\$3,000	\$3,100	\$4,300	\$4,300
E-15.9	see additional details		\$1,500	\$1,500	\$1,500	\$1,500
E-17	TOTAL INDIRECT COSTS		\$85,000	\$87,631	\$106,868	\$106,868

DEBT SERVICE BUDGET

			2017-2018 Actual	2018-2019 Estimated	2019-2020 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

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 NAME OF DISTRICT/BOARD

FYE 6/30/2020

GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2017-2018	2018-2019	2019-2020	Final Approval
		Actual	Estimated	Proposed	
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking Account Balance	\$685,962	\$685,962	\$210,000	\$210,000
C-1.2	Savings and Investments Account Balance		\$0		
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$110,000	\$110,000	\$110,000	\$110,000
C-1.6	Total Estimated Cash and Investments on Hand	\$795,962	\$795,962	\$320,000	\$320,000
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$110,000	\$80,000	\$110,000	\$110,000
C-2.3	Total Deductions (a+b)	\$110,000	\$80,000	\$110,000	\$110,000
C-2.4	Estimated Non-Restricted Funds Available	\$685,962	\$715,962	\$210,000	\$210,000

SINKING & DEBT SERVICE FUNDS

		2017-2018	2018-2019	2019-2020	Final Approval
		Actual	Estimated	Proposed	
C-3	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-3.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-3.2	Date of Reserve Approval in Minutes: _____				
C-3.3	Amount to be added to the reserve				
C-3.4	Date of Reserve Approval in Minutes: _____				
C-3.5	SUB-TOTAL	\$0	\$0	\$0	\$0
C-3.6	Identify the amount and project to be spent				
C-3.7	a. _____				
C-3.8	b. _____				
C-3.9	c. _____				
C-3.10	Date of Reserve Approval in Minutes: _____				
C-3.11	TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-3.12	Balance to be retained	\$0	\$0	\$0	\$0

RESERVES

		2017-2018	2018-2019	2019-2020	Final Approval
		Actual	Estimated	Proposed	
C-4	Beginning Balance in Reserve Account (end of previous year)		\$110,000	\$80,000	\$80,000
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$110,000	\$110,000	\$80,000	\$80,000
C-4.2	Date of Reserve Approval in Minutes: _____				
C-4.3	Amount to be added to the reserve			\$30,000	\$30,000
C-4.4	Date of Reserve Approval in Minutes: <u>5/17/2019</u>				
C-4.5	SUB-TOTAL	\$110,000	\$110,000	\$110,000	\$110,000
C-4.6	Identify the amount and project to be spent				
C-4.7	a. Mahindra Tractor		\$30,000		
C-4.8	b. _____				
C-4.9	c. _____				
C-4.10	Date of Reserve Approval in Minutes: <u>17-May</u>				
C-4.11	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$30,000	\$0	\$0
C-4.12	Balance to be retained	\$110,000	\$80,000	\$110,000	\$110,000

BOND FUNDS

		2017-2018	2018-2019	2019-2020	Final Approval
		Actual	Estimated	Proposed	
C-5	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-5.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-5.2	Date of Reserve Approval in Minutes: _____				
C-5.3	Amount to be added to the reserve				
C-5.4	Date of Reserve Approval in Minutes: _____				
C-5.5	SUB-TOTAL	\$0	\$0	\$0	\$0
C-5.6	Identify the amount and project to be spent				
C-5.7	Date of Reserve Approval in Minutes: _____				
C-5.8	Balance to be retained	\$0	\$0	\$0	\$0
C-5.9	TOTAL TO BE SPENT	\$0	\$30,000	\$0	\$0

