

Proposed Budget

Sublette County Conservation District	
<small>Budget Hearing Information</small>	
PO Box 647	Location: 1625 West Pine Street
Pinedale, WY 82941	Date: 7/18/2019
307-367-2257	Time: 6:00 PM
Sublette County	Budget Prepared by: Sno Ann Engler

S-A	BUDGET MESSAGE	<small>W.S. 16-4-104(d)</small>
<p>This budget includes county funding requested in the amount of \$625,327. In addition to county assistance we propose federal & state grant revenues of \$1,207,394.50. The Non-Government Grants, Miscellaneous Revenue and Enterprise Operating Revenue total to \$164,644. Thus bringing the total projected revenue to \$1,997,365.50. Estimated expenses breakout into the following; administration \$310,063, operations \$1,533,226, indirect costs \$202,446. Net Income shows a loss of \$(48,369.50) which is a result of projects that were funded in the previous fiscal year with the associated expenses flowing over into FY 2020.</p>		
S-B RESERVE DESCRIPTION		
<p>We have a "Restricted" checking account that houses grant money for ongoing projects. We are, by state statute, required to house these funds separate from any general operating funds. These funds are held in the Wells Fargo Bank.</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 <input type="checkbox"/> No
Coke Landers	2022	If Yes, enter Address of office: 1625 West Pine St (moving to 217 Country Club Ln) City, State, Zip: Pinedale, WY 82941 Phone Number: 307-367-2257 Hours Open: 8:00 AM - 5:00 PM
Darrell Walker	2022	
David Pape	2020	
Meghann Smith	2020	
Milford Lockwood	2022	

Where are the minutes of your board meeting available for public review?
 1625 West Pine Street

How and where are the notices of meeting posted for the public?
 Sublette Examiner, Website & Social Media

Where are the public meetings held?
 1625 West Pine Street Pinedale, WY 82941

PROPOSED BUDGET SUMMARY

OVERVIEW		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$1,890,300	\$1,502,619	\$2,045,735	\$2,045,735
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	\$201,168	\$150,000	\$150,000
S-4	Total General Fund and Forecasted Revenues Available	\$1,757,376	\$1,811,345	\$2,212,310	\$2,212,310
S-5	Amount requested from County Commissioners	\$628,627	\$725,327	\$625,327	\$625,327
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-7	Operating Revenues	\$140,292	\$182,533	\$88,444	\$88,444
S-8	Tax levy (From the County Treasurer)	\$628,627	\$725,327	\$625,327	\$625,327
S-9	Government Support	\$9,839	\$8,824	\$8,824	\$8,824
S-10	Grants	\$611,825	\$551,183	\$1,197,395	\$1,197,395
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$19,496	\$2,956	\$15,877	\$15,877
S-13	Other Forecasted Revenue	\$17,055	\$10,280	\$61,500	\$61,500

S-14	Total Revenue	\$1,427,134	\$1,481,103	\$1,997,366	\$1,997,366
FY 7/1/19-6/30/20 Sublette County Conservation District					

EXPENDITURE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-15	Capital Outlay	\$563,334	\$19,000	\$9,000	\$9,000
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$207,140	\$288,298	\$282,063	\$282,063
S-18	Operations	\$937,166	\$978,739	\$1,552,226	\$1,552,226
S-19	Indirect Costs	\$182,660	\$216,582	\$202,446	\$202,446
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$1,890,300	\$1,502,619	\$2,045,735	\$2,045,735

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

CASH AND INVESTMENTS		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$330,242	\$330,242	\$214,944	\$214,944

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	\$135,802	\$135,802	\$336,970	\$336,970
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$135,802	\$135,802	\$336,970	\$336,970
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$0	\$201,168	\$150,000	\$150,000
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$0	\$201,168	\$150,000	\$150,000
S-31	Subtotal	\$135,802	\$336,970	\$486,970	\$486,970
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$135,802	\$336,970	\$486,970	\$486,970

End of Summary

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

Date adopted by Special District 5/16/2019

DISTRICT ADDRESS: PO Box 647
Pinedale, WY 82941

PREPARED BY: Sno Ann Engler

DISTRICT PHONE: 307-367-2257

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

1/23/19 Form approved by Wyoming Department of Audit, Public Funds Division

Proposed Budget

Sublette County Conservation District

FYE 6/30/2020

NAME OF DISTRICT/BOARD

PROPERTY TAXES AND ASSESSMENTS

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
R-1	Property Taxes and Assessments Received				
R-1.1	Tax Levy (From the County Treasurer)	\$628,627	\$725,327	\$625,327	\$625,327
R-1.2	Other County Support				

FORECASTED REVENUE

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
R-2	Revenues from Other Governments				
R-2.1	State Aid	\$9,839	\$8,824	\$8,824	\$8,824
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	\$9,839	\$8,824	\$8,824	\$8,824
R-3	Operating Revenues				
R-3.1	Customer Charges	\$113,906	\$171,669	\$81,644	\$81,644
R-3.2	Sales of Goods or Services	\$26,386	\$8,864	\$4,800	\$4,800
R-3.3	Other Assessments		\$2,000	\$2,000	\$2,000
R-3.4	Total Operating Revenues	\$140,292	\$182,533	\$88,444	\$88,444
R-4	Grants				
R-4.1	Direct Federal Grants	\$262,714	\$333,000	\$773,370	\$773,370
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies	\$349,111	\$218,183	\$424,025	\$424,025
R-4.4	Total Grants	\$611,825	\$551,183	\$1,197,395	\$1,197,395
R-5	Miscellaneous Revenue				
R-5.1	Interest	\$3,060		\$100	\$100
R-5.2	Other: Specify <u>credit card rewards</u>	\$3,370			
R-5.3	Other: See Additional	\$13,066	\$2,956	\$15,777	\$15,777
R-5.4	Total Miscellaneous	\$19,496	\$2,956	\$15,877	\$15,877
R-5.5	Total Forecasted Revenue	\$781,452	\$745,496	\$1,310,539	\$1,310,539
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>Non Government Grants</u>	\$11,200		\$61,500	\$61,500
R-6.4	<u>Scholarships & Staff Outreach</u>	\$5,855			
R-6.5	<u>See Additional Details</u>		\$10,280		
R-6.6	Total Other Forecasted Revenue (a+b) with additional details	\$17,055	\$10,280	\$61,500	\$61,500

Proposed Budget

Sublette County Conservation District

FYE 6/30/2020

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
E-1	Capital Outlay				
E-1.1	Real Property	\$431,012			
E-1.2	Vehicles	\$44,873			
E-1.3	Office Equipment	\$15,318	\$13,500	\$2,500	\$2,500
E-1.4	Other (Specify)				
E-1.5	Field Equipment	\$72,131	\$5,500	\$6,500	\$6,500
E-1.6	_____				
E-1.7	_____				
E-1.8	TOTAL CAPITAL OUTLAY	\$563,334	\$19,000	\$9,000	\$9,000

ADMINISTRATION BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
E-2	Personnel Services				
E-2.1	Administrator	\$79,386	\$80,713	\$84,543	\$84,543
E-2.2	Secretary	\$60,285	\$63,150	\$64,198	\$64,198
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	\$2,695	\$4,200	\$4,500	\$4,500
E-3.2	Mileage	\$2,553	\$3,000	\$3,000	\$3,000
E-3.3	Other (Specify)				
E-3.4	Board Meetings	\$816	\$1,200	\$1,200	\$1,200
E-3.5	Uniforms	\$1,382	\$400	\$500	\$500
E-3.6	_____				
E-4	Contractual Services				
E-4.1	Legal		\$5,000		
E-4.2	Accounting/Auditing	\$9,270	\$15,000	\$10,000	\$10,000
E-4.3	Other (Specify)				
E-4.4	Consultants & Contracts	\$18,175	\$16,345	\$2,550	\$2,550
E-4.5	Network Maintenance			\$12,572	\$12,572
E-4.6	_____				
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$2,119	\$2,752	\$2,752	\$2,752
E-5.2	Office equipment, rent & repair	\$30,459	\$61,538		
E-5.3	Education			\$338	\$338
E-5.4	Registrations			\$12,500	\$12,500
E-5.5	Other (Specify)				
E-5.6	JIO/PAPO Assistance		\$35,000	\$65,000	\$65,000
E-5.7	Janitorial			\$14,560	\$14,560
E-5.8	see additional details			\$3,850	\$3,850
E-6	TOTAL ADMINISTRATION	\$207,140	\$288,298	\$282,063	\$282,063

Proposed Budget

Sublette County Conservation District

FYE 6/30/2020

OPERATIONS BUDGET					
		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
E-7	Personnel Services				
E-7.1	Wages--Operations	\$295,787	\$363,472	\$242,030	\$242,030
E-7.2	Service Contracts				
E-7.3	Other (Specify)				
E-7.4	Assistants			\$113,600	\$113,600
E-7.5					
E-7.6					
E-8	Travel				
E-8.1	Mileage				
E-8.2	Other (Specify)				
E-8.3	Staff Travel & Confereces	\$5,481	\$12,200	\$12,500	\$12,500
E-8.4	Auto Gas & Oil	\$9,774	\$13,120	\$13,920	\$13,920
E-8.5	see additional details	\$7,382			
E-9	Operating supplies (List)				
E-9.1	Supplies	\$5,499	\$3,900	\$5,000	\$5,000
E-9.2	Cell Phone	\$4,182	\$4,240	\$4,240	\$4,240
E-9.3	Data Services	\$1,634	\$2,400	\$2,400	\$2,400
E-9.4	New Office Setup		\$34,475		
E-9.5					
E-10	Program Services (List)				
E-10.1	Lab Chemical	\$34,718	\$32,000	\$34,000	\$34,000
E-10.2	Lab Aquatic Insects	\$56,183	\$52,387	\$52,440	\$52,440
E-10.3	Data Assessments Rpts	\$27,760	\$26,160	\$20,000	\$20,000
E-10.4	Tree Program	\$22,044	\$5,000	\$4,800	\$4,800
E-10.5					
E-11	Contractual Arrangements (List)				
E-11.1	Pass Through Projects	\$416,464	\$406,965	\$1,019,950	\$1,019,950
E-11.2	Sublette Pals/EXPO	\$575	\$2,000	\$2,000	\$2,000
E-11.3	Garage Lease	\$35,266	\$0		
E-11.4					
E-11.5	see additional details			\$6,100	\$6,100
E-12	Other operations (Specify)				
E-12.1	Utilities	\$2,262	\$5,900	\$6,260	\$6,260
E-12.2	Repairs & Maintenance	\$11,397	\$12,720	\$10,400	\$10,400
E-12.3	Local Workshops	-\$38	\$1,000	\$1,000	\$1,000
E-12.4	Uniforms, Mrkting & Prorr	\$796	\$800	\$700	\$700
E-12.5	see additional details			\$886	\$886
E-13	TOTAL OPERATIONS	\$937,166	\$978,739	\$1,552,226	\$1,552,226

Proposed Budget

Sublette County Conservation District

FYE 6/30/2020

INDIRECT COSTS BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
E-14	Insurance				
E-14.1	Liability	\$3,740	\$4,000	\$4,000	\$4,000
E-14.2	Buildings and vehicles	\$1,960	\$3,883	\$1,883	\$1,883
E-14.3	Equipment	\$325		\$314	\$314
E-14.4	Other (Specify)				
E-14.5	<u>Commercial Property</u>	\$1,412	\$314	\$800	\$800
E-14.6	<u>Crime & Blanket Bond</u>	\$364		\$1,129	\$1,129
E-14.7					
E-15	Indirect payroll costs:				
E-15.1	FICA (Social Security) taxes	\$32,497	\$38,811	\$38,812	\$38,812
E-15.2	Workers Compensation	\$16,558	\$20,243	\$12,632	\$12,632
E-15.3	Unemployment Taxes	\$4,527	\$5,400	\$11,973	\$11,973
E-15.4	Retirement	\$62,621	\$82,713	\$66,937	\$66,937
E-15.5	Health Insurance	\$52,358	\$54,978	\$57,727	\$57,727
E-15.6	Other (Specify)	\$298			
E-15.7	<u>Life Insurance</u>	\$6,000	\$240	\$240	\$240
E-15.8	<u>Health Savings Contributi</u>		\$6,000	\$6,000	\$6,000
E-15.9					
E-17	TOTAL INDIRECT COSTS	\$182,660	\$216,582	\$202,446	\$202,446

DEBT SERVICE BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 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

Sublette County Conservation District
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2020 _____

GENERAL FUNDS

		End of Year 2017-2018 Actual	Beginning 2018-2019 Estimated	Beginning 2019-2020 Proposed	Pending Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking Account Balance	\$179,981	\$179,981	\$64,666	\$64,666
C-1.2	Savings and Investments Account Balance	\$150,261	\$150,261	\$150,278	\$150,278
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$135,802	\$135,802	\$486,970	\$486,970
C-1.6	Total Estimated Cash and Investments on Hand	\$466,044	\$466,044	\$701,914	\$701,914
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE	\$1,529	\$1,500	\$4,500	\$4,500
C-2.2	b. Reserves	\$135,802	\$336,970	\$486,970	\$486,970
C-2.3	Total Deductions (a+b)	\$137,331	\$338,470	\$491,470	\$491,470
C-2.4	Estimated Non-Restricted Funds Available	\$328,713	\$127,574	\$210,444	\$210,444

SINKING & DEBT SERVICE FUNDS

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
C-3					
C-3.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$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	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	<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	\$0	\$0	\$0	\$0

RESERVES

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
C-4					
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$135,802	\$135,802	\$336,970	\$336,970
C-4.2	<i>Date of Reserve Approval in Minutes:</i> 6/21/2018				
C-4.3	Amount to be added to the reserve		\$201,168	\$150,000	\$150,000
C-4.4	<i>Date of Reserve Approval in Minutes:</i> 7/18/2019				
C-4.5	SUB-TOTAL	\$135,802	\$336,970	\$486,970	\$486,970
C-4.6	Identify the amount and project to be spent				
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	\$135,802	\$336,970	\$486,970	\$486,970

BOND FUNDS

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
C-5					
C-5.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
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	\$0	\$0	\$0	\$0
C-5.6	Identify the amount and project to be spent				
C-5.7	<i>Date of Reserve Approval in Minutes:</i>				
C-5.8	Balance to be retained	\$0	\$0	\$0	\$0
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0

