

# Final Budget

Converse County Fire Suppression Authority	
Budget Hearing Information	
38 South Badger Road	<b>Location:</b> The Clubhouse; Douglas, WY
Rolling Hills, WY 82637	<b>Date:</b> 6/10/2019
307-436-5348	<b>Time:</b> 12 p.m.
Converse County	<b>Budget Prepared by:</b> Teresa Montgomery, Board Secretary

**S-A BUDGET MESSAGE** W.S. 16-4-104(d)

The Fire Suppression Authority (FSA) is an entity under the County-Municipality Joint Powers Board. The FSA Board is comprised of seven members: the fire chiefs of the Douglas and the Glenrock fire departments, the president of the rural fire department, at large members appointed one each by the City of Douglas, the Town of Glenrock, the Town of Rolling Hills, and the Converse County Commissioners, and the County Fire Warden as an ex officio member. The fire chiefs of Douglas and Glenrock, and the president of the rural fire become members of the Board upon election to their positions pursuant to their department's established bylaws. The County Fire Warden becomes a member of the Board upon appointment to his position by the Commissioners, and remains on the Board until removed by the Commissioners. At large members are appointed by their respective appointing authority and remain on the Board until removed or replaced by their appointing authority. This Board oversees three fire departments: Douglas, Glenrock and Rural.

Each department prepares their own individual budget for FSA Board approval, and those budgets are then submitted to the Converse County Commissioners for approval. The expenditure priorities for the departments are to house and maintain proper equipment and trained personnel for adequate emergency response. Annually, the departments put together a list of expenses needed and submit that list to the county and to the municipalities that provide revenue to that specific department.

Although the purchase of vehicles and buildings is a part of the departments' budgets, the vehicles and buildings are titled with the respective municipality or Converse County and are, therefore, reflected in that entity's depreciation schedules.

**S-B RESERVE DESCRIPTION**

**S-C**

Names of Board Members	Date of End of Term																					
Rick Andrews		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Does the district have regular office hours exceeding 20 hours per week?</td> <td style="width: 20%; text-align: center;">No</td> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>	Does the district have regular office hours exceeding 20 hours per week?	No																		
Does the district have regular office hours exceeding 20 hours per week?	No																					
Mary Nicol																						
Teresa Montgomery																						
JJ Werner																						
Bruce Roumell																						
Joel Schell																						
Jeff Nelson	1/1/19																					
Tom Reed																						
Rob Brewer																						

**If no above:** Are the records on file with the County Clerk as required by W.S. 16-12-303(c)? Yes

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	<b>Total Budgeted Expenditures</b>	\$1,613,420	\$1,429,916	\$2,762,272	\$2,762,272
S-2	<b>Total Principal to Pay on Debt</b>	\$0	\$0	\$0	\$0
S-3	<b>Total Change to Restricted Funds</b>	\$0	\$0	\$0	\$0
S-4	<b>Total General Fund and Forecasted Revenues Available</b>	\$3,305,537	\$4,286,639	\$5,220,347	\$5,220,347
S-5	<i>Amount requested from County Commissioners</i>	\$0	\$0	\$0	\$0
S-6	<b>Additional Funding Needed :</b>			\$0	\$0

REVENUE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-7	<b>Operating Revenues</b>	\$0	\$0	\$0	\$0
S-8	<b>Tax levy (From the County Treasurer)</b>	\$0	\$0	\$0	\$0
S-9	<b>Government Support</b>	\$1,481,942	\$2,372,932	\$2,762,272	\$2,762,272
S-10	<b>Grants</b>	\$0	\$0	\$0	\$0
S-11	<b>Other County Support (Not from Co. Treas.)</b>	\$0	\$0	\$0	\$0
S-12	<b>Miscellaneous</b>	\$39,653	\$129,765	\$0	\$0
S-13	<b>Other Forecasted Revenue</b>	\$0	\$0	\$0	\$0

S-14	<b>Total Revenue</b>	\$1,521,595	\$2,502,697	\$2,762,272	\$2,762,272
------	----------------------	-------------	-------------	-------------	-------------

FY 7/1/19-6/30/20 Converse County Fire Suppression Authority

EXPENDITURE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-15	<b>Capital Outlay</b>	\$647,042	\$599,866	\$0	\$0
S-16	<b>Interest and Fees On Debt</b>	\$0	\$0	\$0	\$0
S-17	<b>Administration</b>	\$455,687	\$45,942	\$84,090	\$84,090
S-18	<b>Operations</b>	\$463,385	\$717,103	\$2,546,270	\$2,546,270
S-19	<b>Indirect Costs</b>	\$47,306	\$67,005	\$131,912	\$131,912

S-20	<b>Total Expenditures</b>	\$1,613,420	\$1,429,916	\$2,762,272	\$2,762,272
------	---------------------------	-------------	-------------	-------------	-------------

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

CASH AND INVESTMENTS		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$1,783,942	\$1,783,942	\$2,458,075	\$2,458,075

**Summary of Reserve Funds**

S-23	<b>Beginning Balance in Reserve Accounts</b>				
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
	<b>Total Reserves (a+b+c)</b>	\$0	\$0	\$0	\$0
S-27	<b>Amount to be added</b>				
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
	<b>Total to be added (a+b+c)</b>	\$0	\$0	\$0	\$0
S-31	<b>Subtotal</b>	\$0	\$0	\$0	\$0
S-32	<b>Less Total to be spent</b>	\$0	\$0	\$0	\$0
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	\$0	\$0	\$0	\$0

*End of Summary*

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

Date adopted by Special District \_\_\_\_\_

**DISTRICT ADDRESS:** 38 South Badger Road  
Rolling Hills, WY 82637

**PREPARED BY:** Teresa Montgomery, Board Secre

**DISTRICT PHONE:** 307-436-5348

# Final Budget

Converse County Fire Suppression Authority  
 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	<b>Property Taxes and Assessments Received</b>				
R-1.1	<b>Tax Levy (From the County Treasurer)</b>				
R-1.2	Other County Support				

## FORECASTED REVENUE

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
R-2	<b>Revenues from Other Governments</b>				
R-2.1	State Aid	\$15,000			
R-2.2	Additional County Aid (non-treasurer)	\$141,309	\$141,719	\$1,666,512	\$1,666,512
R-2.3	City (or Town) Aid	\$1,325,633	\$2,231,213	\$1,095,760	\$1,095,760
R-2.4	Other (Specify) _____				
R-2.5	<b>Total Government Support</b>	\$1,481,942	\$2,372,932	\$2,762,272	\$2,762,272
R-3	<b>Operating Revenues</b>				
R-3.1	Customer Charges				
R-3.2	Sales of Goods or Services				
R-3.3	Other Assessments				
R-3.4	<b>Total Operating Revenues</b>	\$0	\$0	\$0	\$0
R-4	<b>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	\$0	\$0
R-5	<b>Miscellaneous Revenue</b>				
R-5.1	Interest		\$4,545		
R-5.2	Other: Specify _____	\$39,653	\$125,220		
R-5.3	Other: Additional _____				
R-5.4	<b>Total Miscellaneous</b>	\$39,653	\$129,765	\$0	\$0
R-5.5	<b>Total Forecasted Revenue</b>	\$1,521,595	\$2,502,697	\$2,762,272	\$2,762,272
R-6	<b>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	\$0	\$0

# Final Budget

Converse County Fire Suppression Authority

FYE 6/30/2020

NAME OF DISTRICT/BOARD

## CAPITAL OUTLAY BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>E-1</b>	<b>Capital Outlay</b>				
E-1.1	Real Property	\$70,176			
E-1.2	Vehicles	\$576,866	\$572,891		
E-1.3	Office Equipment				
E-1.4	Other (Specify)				
E-1.5	_____		\$26,975		
E-1.6	_____				
E-1.7	_____				
E-1.8	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$647,042</b>	<b>\$599,866</b>	<b>\$0</b>	<b>\$0</b>

## ADMINISTRATION BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>E-2</b>	<b>Personnel Services</b>				
E-2.1	Administrator				
E-2.2	Secretary				
E-2.3	Clerical			\$25,120	\$25,120
E-2.4	Other (Specify)				
E-2.5	_____				
E-2.6	_____				
E-2.7	_____				
<b>E-3</b>	<b>Board Expenses</b>				
E-3.1	Travel				
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4	_____				
E-3.5	_____				
E-3.6	_____				
<b>E-4</b>	<b>Contractual Services</b>				
E-4.1	Legal				
E-4.2	Accounting/Auditing		\$25,705	\$13,500	\$13,500
E-4.3	Other (Specify)				
E-4.4	_____				
E-4.5	_____				
E-4.6	_____				
<b>E-5</b>	<b>Other Administrative Expenses</b>				
E-5.1	Office Supplies		\$3,418	\$21,970	\$21,970
E-5.2	Office equipment, rent & repair				
E-5.3	Education		\$11,749	\$23,500	\$23,500
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	Dues		\$70		
E-5.7	Scholarship		\$5,000		
E-5.8	see additional details	\$455,687			
<b>E-6</b>	<b>TOTAL ADMINISTRATION</b>	<b>\$455,687</b>	<b>\$45,942</b>	<b>\$84,090</b>	<b>\$84,090</b>

# Final Budget

Converse County Fire Suppression Authority

FYE 6/30/2020

## OPERATIONS BUDGET

			2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>E-7</b>	<b>Personnel Services</b>					
E-7.1	Wages--Operations			\$300,155	\$459,780	\$459,780
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			\$5,126		
E-8.2	Other (Specify)					
E-8.3	meals			\$15,426		
E-8.4	_____					
E-8.5	_____					
<b>E-9</b>	<b>Operating supplies (List)</b>					
E-9.1	tool replacement			\$59,558	\$64,700	\$64,700
E-9.2	fire prevention			\$17,318	\$11,300	\$11,300
E-9.3	veh gas/oil			\$16,228	\$27,000	\$27,000
E-9.4	general expenses		\$463,385	\$1,224		
E-9.5	see additional details				\$1,588,850	\$1,588,850
<b>E-10</b>	<b>Program Services (List)</b>					
E-10.1	comm svc fund			\$56,591		
E-10.2	_____					
E-10.3	_____					
E-10.4	_____					
E-10.5	_____					
<b>E-11</b>	<b>Contractual Arrangements (List)</b>					
E-11.1	payments to other gov			\$3,000		
E-11.2	radio site lease			\$1,800		
E-11.3	_____					
E-11.4	_____					
E-11.5	_____					
<b>E-12</b>	<b>Other operations (Specify)</b>					
E-12.1	utilities			\$53,964	\$79,440	\$79,440
E-12.2	repairs & maintenance			\$140,254	\$305,700	\$305,700
E-12.3	fire calls			\$18,125		
E-12.4	misc			\$28,336	\$9,500	\$9,500
E-12.5	_____					
<b>E-13</b>	<b>TOTAL OPERATIONS</b>		\$463,385	\$717,103	\$2,546,270	\$2,546,270

# Final Budget

Converse County Fire Suppression Authority

FYE 6/30/2020

## INDIRECT COSTS BUDGET

			2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>E-14</b>	<b>Insurance</b>					
E-14.1	Liability				\$8,000	\$8,000
E-14.2	Buildings and vehicles				\$42,650	\$42,650
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	<u>gen ins/bond</u>			\$53,010	\$40,462	\$40,462
E-14.6						
E-14.7						
<b>E-15</b>	<b>Indirect payroll costs:</b>					
E-15.1	FICA (Social Security) taxes					
E-15.2	Workers Compensation					
E-15.3	Unemployment Taxes					
E-15.4	Retirement			\$7,968	\$24,200	\$24,200
E-15.5	Health Insurance			\$6,027		
E-15.6	Other (Specify)					
E-15.7	<u>medical svcs</u>				\$16,600	\$16,600
E-15.8			\$47,306			
E-15.9						
<b>E-16</b>	<b>Depreciation Expenses</b>					
<b>E-17</b>	<b>TOTAL INDIRECT COSTS</b>		\$47,306	\$67,005	\$131,912	\$131,912

## DEBT SERVICE BUDGET

			2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>D-1</b>	<b>Debt Service</b>					
D-1.1	Principal					
D-1.2	Interest					
D-1.3	Fees					
<b>D-2</b>	<b>TOTAL DEBT SERVICE</b>		\$0	\$0	\$0	\$0

# Final Budget

Converse County Fire Suppression Authority

FYE 6/30/2020

NAME OF DISTRICT/BOARD

## GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2017-2018	2018-2019	2019-2020	Final Approval
		Actual	Estimated	Proposed	
<b>C-1</b>	<b>Balances at Beginning of Fiscal Year</b>				
C-1.1	General Fund Checking Account Balance	\$711,134	\$711,134	\$1,620,000	\$1,620,000
C-1.2	Savings and Investments Account Balance	\$272,808	\$272,808		
C-1.3	General Fund CD Balance	\$800,000	\$800,000	\$832,625	\$832,625
C-1.4	All Other Funds		\$0	\$5,450	\$5,450
C-1.5	Reserves (From Below)	\$0	\$0	\$0	\$0
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>	<b>\$1,783,942</b>	<b>\$1,783,942</b>	<b>\$2,458,075</b>	<b>\$2,458,075</b>
<b>C-2</b>	<b>General Fund Reductions:</b>				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$0	\$0	\$0	\$0
C-2.3	<b>Total Deductions (a+b)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-2.4	<b>Estimated Non-Restricted Funds Available</b>	<b>\$1,783,942</b>	<b>\$1,783,942</b>	<b>\$2,458,075</b>	<b>\$2,458,075</b>

## DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

		2017-2018	2018-2019	2019-2020	Final Approval
		Actual	Estimated	Proposed	
<b>C-3</b>	<b>Beginning Balance in Reserve Account (end of previous year)</b>		\$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	<b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</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. _____				
C-3.8	b. _____				
C-3.9	c. _____				
C-3.10	Date of Reserve Approval in Minutes: _____				
C-3.11	<b>TOTAL CAPITAL OUTLAY (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-3.12	Balance to be retained in Depreciation Reserve Account	\$0	\$0	\$0	\$0

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

		2017-2018	2018-2019	2019-2020	Final Approval
		Actual	Estimated	Proposed	
<b>C-4</b>	<b>Beginning Balance in Reserve Account (end of previous year)</b>		\$0	\$0	
C-4.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-4.2	Date of Reserve Approval in Minutes: _____				
C-4.3	Amount to be added to the reserve				
C-4.4	Date of Reserve Approval in Minutes: _____				
C-4.5	<b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</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	Date of Reserve Approval in Minutes: _____				
C-4.11	<b>TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-4.12	Balance to be retained in Other Reserve Account	\$0	\$0	\$0	\$0

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

		2017-2018	2018-2019	2019-2020	Final Approval
		Actual	Estimated	Proposed	
<b>C-5</b>	<b>Beginning Balance in Reserve Account (end of previous year)</b>		\$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	<b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-5.6	Amount to be spent from Emergency Reserve (Cash)				
C-5.7	Date of Reserve Approval in Minutes: _____				
C-5.8	Balance to be retained in Assigned Fund Balance	\$0	\$0	\$0	\$0
C-5.9	<b>TOTAL TO BE SPENT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>