

Proposed Budget

Converse County Senior Citizens Service District	
Budget Hearing Information	
PO Box 584	Location: Converse County Courthouse Community Room
Douglas, WY 82633	Date: Thursday July 9, 2020
307-262-3326	Time: 10:00 AM
Converse County	Budget Prepared by: Kathleen Patceg, Treasurer

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

This is the second year for this newly formed District. The District has been very successful this year. Converse County's population comprises 16.6% of people 65 years of age or older. A large portion of this population uses our senior citizens services in some manner. Over the last fiscal year the Converse County Aging Services (CCAS) had nearly 900 unduplicated clients with 71,000 units of service. The units of service are such things as in-house dining, home delivered meals, supportive services, health education, socialization and transportation among other things. On top of those services, CCAS offers respite care, CNAs, personal care, homemaking and lifelines. As the massive Boomer population continues to age, the impact of senior centers will increase in significance. Today's senior centers are reinventing themselves to meet those needs. They are developing new programs and opportunities for this dynamic generation of older adults. The purpose of this District is to serve as a granting agency for CCAS. CCAS is using these funds to upgrade the buildings and services. They have faced underfunded and overutilization for many years. The proposed budget for this fiscal year is as follows: CCAS (Breakdown list attached) \$866,600.00 and Allocation of \$75,000 per month for operating - \$900,000.00 for a total of \$1,766,800.00. The District budget is as specified in this document of \$35,000.00. We are also requesting \$500,000.00 for a reserve account. The District Board and CCAS work very closely to make sure public funds are used in a prudent and fiscally responsible manner.

S-B RESERVE DESCRIPTION

The Converse County Senior Services District is adopting a Statement of Investment Policy and meeting with Converse County Bank to invest the \$500,000 in a manner specified in Wyoming State Statute 9-4-831 (h).

S-C

Names of Board Members	Date of End of Term
Tim Ricker	1/1/22
Bill Canaday	1/1/22
Ron Yates	1/1/20
Joanne Demarias	1/1/20
Kathleen Patceg	1/1/20

Does the district have regular office hours exceeding 20 hours per week? No

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?
Converse County Clerk Office

How and where are the notices of meeting posted for the public?
Douglas Budget Newspaper/Glenrock Independent Newspaper

Where are the public meetings held?
Douglas - Converse County Community Room Glenrock - Glenrock Library Community Room

PROPOSED BUDGET SUMMARY

OVERVIEW		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$4,312	\$1,126,930	\$1,802,400	\$1,802,400
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	\$0	\$500,000	\$500,000
S-4	Total General Fund and Forecasted Revenues Available	\$73,689	\$1,706,202	\$5,000,000	\$5,000,000
S-5	<i>Amount requested from County Commissioners</i>	\$0	\$1,671,513	\$2,500,000	\$2,500,000
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-7	Operating Revenues	\$0	\$0	\$0	\$0
S-8	Tax levy (From the County Treasurer)	\$0	\$1,671,513	\$2,500,000	\$2,500,000
S-9	Government Support	\$39,000	\$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	\$0	\$0	\$0	\$0
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$39,000	\$1,671,513	\$2,500,000	\$2,500,000
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FY 7/1/20-6/30/21 Converse County Senior Citizens Service District

EXPENDITURE SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-15	Capital Outlay	\$0	\$0	\$0	\$0
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$4,312	\$1,126,930	\$1,802,400	\$1,802,400
S-18	Operations	\$0	\$0	\$0	\$0
S-19	Indirect Costs	\$0	\$0	\$0	\$0
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$4,312	\$1,126,930	\$1,802,400	\$1,802,400

DEBT SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$34,689	\$34,689	\$2,500,000	\$2,500,000
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	\$0	\$0	\$0	\$0
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$0	\$0	\$0	\$0
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$0	\$0	\$500,000	\$500,000
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$0	\$0	\$500,000	\$500,000
S-31	Subtotal	\$0	\$0	\$500,000	\$500,000
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$0	\$0	\$500,000	\$500,000

End of Summary

Date adopted by Special District _____

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

DISTRICT ADDRESS: PO Box 584
Douglas, WY 82633

PREPARED BY: Kathleen Patceg, Treasurer

DISTRICT PHONE: 307-262-3326

Proposed Budget

Converse County Senior Citizens Service District
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2021 _____

PROPERTY TAXES AND ASSESSMENTS

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
R-1	Property Taxes and Assessments Received				
R-1.1	Tax Levy (From the County Treasurer)		\$1,671,513	\$2,500,000	\$2,500,000
R-1.2	Other County Support				

FORECASTED REVENUE

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
R-2	Revenues from Other Governments				
R-2.1	State Aid				
R-2.2	Additional County Aid (non-treasurer)	\$39,000			
R-2.3	City (or Town) Aid				
R-2.4	Other (Specify) _____				
R-2.5	Total Government Support	\$39,000	\$0	\$0	\$0
R-3	Operating Revenues				
R-3.1	Customer Charges				
R-3.2	Sales of Goods or Services				
R-3.3	Other Assessments				
R-3.4	Total Operating Revenues	\$0	\$0	\$0	\$0
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				
R-5.2	Other: Specify _____				
R-5.3	Other: Additional _____				
R-5.4	Total Miscellaneous	\$0	\$0	\$0	\$0
R-5.5	Total Forecasted Revenue	\$39,000	\$0	\$0	\$0
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

Proposed Budget

Converse County Senior Citizens Service District

FYE 6/30/2021

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
E-1	Capital Outlay				
E-1.1	Real Property				
E-1.2	Vehicles	\$0	\$0	\$0	
E-1.3	Office Equipment	\$0	\$0	\$0	
E-1.4	Other (Specify)				
E-1.5	_____				
E-1.6	_____				
E-1.7					
E-1.8	TOTAL CAPITAL OUTLAY	\$0	\$0	\$0	\$0

ADMINISTRATION BUDGET

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
E-2	Personnel Services				
E-2.1	Administrator				
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	\$0	\$0	\$5,000	\$5,000
E-3.2	Mileage	\$0	\$0	\$4,000	\$4,000
E-3.3	Other (Specify)				
E-3.4	Bonding	\$0	\$100	\$300	\$300
E-3.5	website			\$300	\$300
E-3.6					
E-4	Contractual Services				
E-4.1	Legal	\$0	\$0	\$2,000	\$2,000
E-4.2	Accounting/Auditing	\$0	\$900	\$15,000	\$15,000
E-4.3	Other (Specify)				
E-4.4	Public Notice	\$270	\$600	\$2,000	\$2,000
E-4.5	_____				
E-4.6					
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$370	\$100	\$2,000	\$2,000
E-5.2	Office equipment, rent & repair	\$3,672	\$230	\$4,000	\$4,000
E-5.3	Education	\$0	\$0	\$0	
E-5.4	Registrations	\$0	\$0	\$1,000	\$1,000
E-5.5	Other (Specify)				
E-5.6	Converse County Aging	\$0	\$765,000	\$1,766,800	\$1,766,800
E-5.7	payback irs/operating	\$0	\$360,000	\$0	
E-5.8					
E-6	TOTAL ADMINISTRATION	\$4,312	\$1,126,930	\$1,802,400	\$1,802,400

Proposed Budget

Converse County Senior Citizens Service District

FYE 6/30/2021

OPERATIONS BUDGET

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
E-7	Personnel Services				
E-7.1	Wages--Operations				
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	_____				
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	_____				
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	_____				
E-12.2	_____				
E-12.3	_____				
E-12.4	_____				
E-12.5	_____				
E-13	TOTAL OPERATIONS	\$0	\$0	\$0	\$0

Proposed Budget

Converse County Senior Citizens Service District

FYE 6/30/2021

INDIRECT COSTS BUDGET

			2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
E-14	Insurance					
E-14.1	Liability					
E-14.2	Buildings and vehicles					
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					
E-15.2	Workers Compensation					
E-15.3	Unemployment Taxes					
E-15.4	Retirement					
E-15.5	Health Insurance					
E-15.6	Other (Specify)					
E-15.7	_____					
E-15.8	_____					
E-15.9						
E-17	TOTAL INDIRECT COSTS		\$0	\$0	\$0	\$0

DEBT SERVICE BUDGET

			2018-2019 Actual	2019-2020 Estimated	2020-2021 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 Senior Citizens Service District
NAME OF DISTRICT/BOARD

FYE 6/30/2021

GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking Account Balance	\$34,689	\$34,689	\$2,500,000	\$2,500,000
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)	\$0	\$0	\$500,000	\$500,000
C-1.6	Total Estimated Cash and Investments on Hand	\$34,689	\$34,689	\$3,000,000	\$3,000,000
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$0	\$0	\$500,000	\$500,000
C-2.3	Total Deductions (a+b)	\$0	\$0	\$500,000	\$500,000
C-2.4	Estimated Non-Restricted Funds Available	\$34,689	\$34,689	\$2,500,000	\$2,500,000

SINKING & DEBT SERVICE FUNDS

		2018-2019 Actual	2019-2020 Estimated	2020-2021 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

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending 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			\$500,000	\$500,000
C-4.4	<i>Date of Reserve Approval in Minutes:</i> <u>5/11/2020</u>				
C-4.5	SUB-TOTAL	\$0	\$0	\$500,000	\$500,000
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	\$0	\$0	\$500,000	\$500,000

BOND FUNDS

		2018-2019 Actual	2019-2020 Estimated	2020-2021 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