

Proposed Budget

Converse County Conservation District	
Budget Hearing Information	
911 S. Windriver Drive	Location: USDA Service Center
Douglas, WY 82633	Date: 6/18/2020
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. The Board anticipates future needs by establishing and maintaining a Money Market account with money reserved for Emergency, Operating (Cash), and Depreciation purposes (see Reserve Description below).</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> <p>Converse County Conservation District has reorganized some cost-share programs to provide more project opportunities to Converse County residents and proposes to make some equipment purchases in the 2020/2021 fiscal year.</p>	
S-B	RESERVE DESCRIPTION	
	FY 20/21 Emergency \$400,000; Depreciation (Capitol) \$100,000; Operating (Cash) \$350,000	

S-C		Does the district have regular office hours exceeding 20 hours per week?
Names of Board Members	Date of End of Term	<input checked="" type="checkbox"/> Yes
P. Stan Mitchem	12/31/22	If Yes, enter Address of office: 911 S. Windriver Drive City, State, Zip: Douglas, WY 82633 Phone Number: 307-624-3151 Hours Open: M-F 7 am - 4 pm
Shelly Falkenburg	12/31/20	
Doug Horner	12/31/22	
Susan Downs	12/31/20	
Sharon Lovitt	12/31/22	

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?

PROPOSED BUDGET SUMMARY

OVERVIEW		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$337,952	\$360,018	\$794,782	\$794,782
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	\$684,218	\$904,944	\$794,782	\$794,782
S-5	<i>Amount requested from County Commissioners</i>	\$289,151	\$534,337	\$272,915	\$272,915
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-7	Operating Revenues	\$10,780	\$8,246	\$11,420	\$11,420
S-8	Tax levy (From the County Treasurer)	\$289,151	\$534,337	\$272,915	\$272,915
S-9	Government Support	\$12,823	\$8,824	\$85,822	\$85,822
S-10	Grants	\$25,000	\$7,806	\$59,894	\$59,894
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$5,406	\$4,673	\$7,000	\$7,000
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0
S-14	Total Revenue	\$343,160	\$563,886	\$437,051	\$437,051

Converse County Conservation District
FY 7/1/20-6/30/21

EXPENDITURE SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-15	Capital Outlay	\$0	\$38,392	\$15,000	\$15,000
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$90,074	\$92,083	\$96,794	\$96,794
S-18	Operations	\$200,387	\$183,695	\$628,695	\$628,695
S-19	Indirect Costs	\$47,491	\$45,848	\$54,293	\$54,293
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$337,952	\$360,018	\$794,782	\$794,782

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	\$341,058	\$341,058	\$357,731	\$357,731

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	\$850,000	\$850,000	\$850,000	\$850,000
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$850,000	\$850,000	\$850,000	\$850,000
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$0	\$0	\$0	\$0
S-30	c. Bond Funds	\$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 _____

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

PREPARED BY: Michelle Huntington

DISTRICT PHONE: 307-624-3151

Proposed Budget

Converse County Conservation District

FYE 6/30/2021

NAME OF DISTRICT/BOARD

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)	\$289,151	\$534,337	\$272,915	\$272,915
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	\$12,823	\$8,824	\$85,822	\$85,822
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	\$12,823	\$8,824	\$85,822	\$85,822
R-3	Operating Revenues				
R-3.1	Customer Charges				
R-3.2	Sales of Goods or Services	\$10,780	\$8,246	\$11,420	\$11,420
R-3.3	Other Assessments				
R-3.4	Total Operating Revenues	\$10,780	\$8,246	\$11,420	\$11,420
R-4	Grants				
R-4.1	Direct Federal Grants	\$25,000	\$7,806	\$59,894	\$59,894
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies				
R-4.4	Total Grants	\$25,000	\$7,806	\$59,894	\$59,894
R-5	Miscellaneous Revenue				
R-5.1	Interest	\$5,406	\$4,499	\$7,000	\$7,000
R-5.2	Other: Specify <u>Misc Sales/Reimbursemer</u>	\$0	\$174	\$0	
R-5.3	Other: Additional				
R-5.4	Total Miscellaneous	\$5,406	\$4,673	\$7,000	\$7,000
R-5.5	Total Forecasted Revenue	\$54,009	\$29,549	\$164,136	\$164,136
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 Conservation 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				
E-1.3	Office Equipment	\$0			
E-1.4	Other (Specify)				
E-1.5	<u>No Till Drill</u>	\$0	\$38,392	\$15,000	\$15,000
E-1.6	_____				
E-1.7	_____				
E-1.8	TOTAL CAPITAL OUTLAY	\$0	\$38,392	\$15,000	\$15,000

ADMINISTRATION BUDGET

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
E-2	Personnel Services				
E-2.1	Administrator	\$64,303	\$64,569	\$66,244	\$66,244
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	<u>Meals, Apparel, Conventi</u>	\$792	\$633	\$1,500	\$1,500
E-3.5	<u>Elections</u>	\$605	\$0	\$450	\$450
E-3.6	_____				
E-4	Contractual Services				
E-4.1	Legal	\$2,500	\$5,000	\$5,000	\$5,000
E-4.2	Accounting/Auditing	\$1,520	\$1,550	\$1,600	\$1,600
E-4.3	Other (Specify)				
E-4.4	_____				
E-4.5	_____				
E-4.6	_____				
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$3,824	\$3,472	\$3,400	\$3,400
E-5.2	Office equipment, rent & repair				
E-5.3	Education				
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	<u>Dues</u>	\$15,702	\$15,682	\$16,000	\$16,000
E-5.7	<u>Maintenance/Repairs</u>	\$287	\$729	\$2,000	\$2,000
E-5.8	see additional details	\$541	\$448	\$600	\$600
E-6	TOTAL ADMINISTRATION	\$90,074	\$92,083	\$96,794	\$96,794

Proposed Budget

Converse County Conservation 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	\$31,847	\$36,356	\$37,301	\$37,301
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	\$3,641	\$3,074	\$8,000	\$8,000
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	\$6,200	\$1,026	\$10,000	\$10,000
E-10.2	Water Quality	\$6,807	\$4,026	\$8,000	\$8,000
E-10.3	Education/Information	\$10,369	\$7,139	\$10,000	\$10,000
E-10.4	District Objective	\$2,950	\$2,430	\$7,000	\$7,000
E-10.5	see additional details	\$25,979	\$42,035	\$55,000	\$55,000
E-11	Contractual Arrangements (List)				
E-11.1	Septic System Program	\$22,344	\$15,045	\$25,000	\$25,000
E-11.2	Windbreak/Community C	\$18,365	\$20,000	\$30,000	\$30,000
E-11.3	WWDC Small Water	\$0	\$0	\$70,500	\$70,500
E-11.4	Resource Enhancement	\$23,137	\$5,000	\$250,000	\$250,000
E-11.5	see additional details	\$43,028	\$21,545	\$87,894	\$87,894
E-12	Other operations (Specify)				
E-12.1	Rain Barrels	\$720	\$0	\$500	\$500
E-12.2	Pathway to Water Quality	\$5,000	\$5,000	\$0	
E-12.3	Pictometry	\$0	\$20,000	\$0	
E-12.4	Grasshopper Program	\$0	\$1,019	\$10,000	\$10,000
E-12.5	see additional details			\$19,500	\$19,500
E-13	TOTAL OPERATIONS	\$200,387	\$183,695	\$628,695	\$628,695

Proposed Budget

Converse County Conservation 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		\$1,090	\$981	\$1,000	\$1,000
E-14.2	Buildings and vehicles		\$880	\$1,079	\$1,100	\$1,100
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	<u>Bonding</u>		\$398	\$398	\$400	\$400
E-14.6						
E-14.7						
E-15	Indirect payroll costs:					
E-15.1	FICA (Social Security) taxes		\$7,469	\$6,090	\$7,500	\$7,500
E-15.2	Workers Compensation		\$1,533	\$1,402	\$1,500	\$1,500
E-15.3	Unemployment Taxes		\$115	\$67	\$175	\$175
E-15.4	Retirement		\$16,397	\$17,249	\$18,763	\$18,763
E-15.5	Health Insurance		\$18,638	\$17,651	\$22,485	\$22,485
E-15.6	Other (Specify)					
E-15.7	<u>Dental</u>		\$808	\$591	\$990	\$990
E-15.8	<u>Life</u>		\$81	\$81	\$100	\$100
E-15.9	see additional details		\$82	\$259	\$280	\$280
E-17	TOTAL INDIRECT COSTS		\$47,491	\$45,848	\$54,293	\$54,293

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 Conservation District
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2021 _____

GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2018-2019	2019-2020	2020-2021	Pending
		Actual	Estimated	Proposed	Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking Account Balance	\$295,574	\$295,574	\$308,731	\$308,731
C-1.2	Savings and Investments Account Balance	\$45,484	\$45,484	\$49,000	\$49,000
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$850,000	\$850,000	\$850,000	\$850,000
C-1.6	Total Estimated Cash and Investments on Hand	\$1,191,058	\$1,191,058	\$1,207,731	\$1,207,731
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	\$341,058	\$341,058	\$357,731	\$357,731

SINKING & DEBT SERVICE FUNDS

		2018-2019	2019-2020	2020-2021	Pending
		Actual	Estimated	Proposed	Approval
C-3					
C-3.1	Beginning Balance in Reserve Account (end of previous year)	\$0	\$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

		2018-2019	2019-2020	2020-2021	Pending
		Actual	Estimated	Proposed	Approval
C-4					
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$850,000	\$850,000	\$850,000	\$850,000
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	SUB-TOTAL	\$850,000	\$850,000	\$850,000	\$850,000
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	Date of Reserve Approval in Minutes: _____				
C-4.11	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained	\$850,000	\$850,000	\$850,000	\$850,000

BOND FUNDS

		2018-2019	2019-2020	2020-2021	Pending
		Actual	Estimated	Proposed	Approval
C-5					
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	\$0	\$0	\$0

