

# Final Budget

Converse County Conservation District	
Budget Hearing Information	
911 S. Windriver Drive	<b>Location:</b> USDA Service Center, Douglas
Douglas, WY 82633	<b>Date:</b> 6/20/2019
307-624-3151	<b>Time:</b> 4:30 p.m.
Converse County	<b>Budget Prepared by:</b> Michelle Huntington

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

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.

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).

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.

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 2019/2020 fiscal year.

**S-B RESERVE DESCRIPTION**

FY 19/20 Emergency \$400,000; Depreciation (Capitol) \$100,000; Operating (Cash) \$350,000

Names of Board Members	Date of End of Term
P. Stan Mitchem	12/31/22
Shelly Falkenburg	12/31/20
Doug Horner	12/31/22
Susan Downs	12/31/20
Sharon Lovitt	12/31/22

Does the district have regular office hours exceeding 20 hours per week?  Yes

**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

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>	\$336,566	\$337,952	\$876,300	\$886,980
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>	\$580,561	\$684,218	\$926,730	\$886,980
S-5	<i>Amount requested from County Commissioners</i>	\$207,176	\$289,151	\$572,332	\$534,337
S-6	<b>Additional Funding Needed :</b>			<b>\$0</b>	<b>\$0</b>

REVENUE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-7	<b>Operating Revenues</b>	\$10,157	\$10,780	\$11,390	\$11,390
S-8	<b>Tax levy (From the County Treasurer)</b>	\$207,176	\$289,151	\$572,332	\$534,337
S-9	<b>Government Support</b>	\$9,839	\$12,823	\$80,578	\$78,823
S-10	<b>Grants</b>	\$9,000	\$25,000	\$55,000	\$55,000
S-11	<b>Other County Support (Not from Co. Treas.)</b>	\$0	\$0	\$0	\$0
S-12	<b>Miscellaneous</b>	\$3,331	\$5,406	\$7,000	\$7,000
S-13	<b>Other Forecasted Revenue</b>	\$0	\$0	\$0	\$0

S-14	<b>Total Revenue</b>	\$239,503	\$343,160	\$726,300	\$686,550
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FY 7/1/19-6/30/20 Converse County Conservation District

EXPENDITURE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-15	<b>Capital Outlay</b>	\$26	\$0	\$65,000	\$70,000
S-16	<b>Interest and Fees On Debt</b>	\$0	\$0	\$0	\$0
S-17	<b>Administration</b>	\$89,076	\$90,074	\$94,169	\$96,669
S-18	<b>Operations</b>	\$195,044	\$200,387	\$672,356	\$673,380
S-19	<b>Indirect Costs</b>	\$52,420	\$47,491	\$44,775	\$46,931
S-20R	<b>Expenditures paid by Reserves</b>	\$0	\$0	\$0	\$0
S-20	<b>Total Expenditures</b>	\$336,566	\$337,952	\$876,300	\$886,980

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>	\$341,058	\$341,058	\$200,430	\$200,430

**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	\$850,000	\$850,000	\$850,000	\$850,000
S-26	c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	<b>Total Reserves (a+b+c)</b>	\$850,000	\$850,000	\$850,000	\$850,000
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>	\$850,000	\$850,000	\$850,000	\$850,000
S-32	<b>Less Total to be spent</b>	\$0	\$0	\$0	\$0
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	\$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 6/20/2019

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

**PREPARED BY:** Michelle Huntington

**DISTRICT PHONE:** 307-624-3151

# Final Budget

Converse County Conservation 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	<b>Property Taxes and Assessments Received</b>				
R-1.1	Tax Levy (From the County Treasurer)	\$207,176	\$289,151	\$572,332	\$534,337
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	\$9,839	\$12,823	\$80,578	\$78,823
R-2.2	Additional County Aid (non-treasurer)				
R-2.3	City (or Town) Aid				
R-2.4	Other (Specify)				
R-2.5	<b>Total Government Support</b>	\$9,839	\$12,823	\$80,578	\$78,823
R-3	<b>Operating Revenues</b>				
R-3.1	Customer Charges				
R-3.2	Sales of Goods or Services	\$10,157	\$10,780	\$11,390	\$11,390
R-3.3	Other Assessments				
R-3.4	<b>Total Operating Revenues</b>	\$10,157	\$10,780	\$11,390	\$11,390
R-4	<b>Grants</b>				
R-4.1	Direct Federal Grants		\$25,000	\$55,000	\$55,000
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies	\$9,000			
R-4.4	<b>Total Grants</b>	\$9,000	\$25,000	\$55,000	\$55,000
R-5	<b>Miscellaneous Revenue</b>				
R-5.1	Interest	\$3,001	\$5,406	\$7,000	\$7,000
R-5.2	Other: Specify _____ Misc Sales/Reimbursemen	\$330	\$0	\$0	
R-5.3	Other: Additional				
R-5.4	<b>Total Miscellaneous</b>	\$3,331	\$5,406	\$7,000	\$7,000
R-5.5	<b>Total Forecasted Revenue</b>	\$32,327	\$54,009	\$153,968	\$152,213
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 Conservation District

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				
E-1.2	Vehicles				
E-1.3	Office Equipment	\$26	\$0	\$65,000	\$70,000
E-1.4	Other (Specify)				
E-1.5	_____				
E-1.6	_____				
E-1.7					
E-1.8	<b>TOTAL CAPITAL OUTLAY</b>	\$26	\$0	\$65,000	\$70,000

## 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	\$64,303	\$64,303	\$64,569	\$64,569
E-2.2	Secretary				
E-2.3	Clerical				
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	Meals, Apparel, Conventi	\$1,313	\$792	\$1,500	\$1,500
E-3.5	Elections	\$0	\$605	\$0	
E-3.6					
<b>E-4</b>	<b>Contractual Services</b>				
E-4.1	Legal	\$2,500	\$2,500	\$2,500	\$5,000
E-4.2	Accounting/Auditing	\$2,025	\$1,520	\$2,000	\$2,000
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	\$3,720	\$3,824	\$5,000	\$5,000
E-5.2	Office equipment, rent & repair				
E-5.3	Education				
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	Dues	\$14,632	\$15,702	\$16,000	\$16,000
E-5.7	Maintenance/Repairs	\$129	\$287	\$2,000	\$2,000
E-5.8	see additional details	\$454	\$541	\$600	\$600
<b>E-6</b>	<b>TOTAL ADMINISTRATION</b>	\$89,076	\$90,074	\$94,169	\$96,669

# Final Budget

Converse County Conservation District

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	\$32,112	\$31,847	\$36,356	\$33,000
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				
E-8.2	Other (Specify)				
E-8.3	Fuel, Meeting Misc	\$5,022	\$3,641	\$10,000	\$10,000
E-8.4	_____				
E-8.5	_____				
<b>E-9</b>	<b>Operating supplies (List)</b>				
E-9.1	_____				
E-9.2	_____				
E-9.3	_____				
E-9.4	_____				
E-9.5	_____				
<b>E-10</b>	<b>Program Services (List)</b>				
E-10.1	Community Pride Enhanc	\$5,930	\$6,200	\$20,000	\$20,000
E-10.2	Water Quality	\$7,832	\$6,807	\$8,000	\$8,000
E-10.3	Education/Information	\$9,029	\$10,369	\$12,000	\$12,000
E-10.4	District Objective	\$4,565	\$2,950	\$8,000	\$8,000
E-10.5	see additional details	\$38,051	\$25,979	\$55,000	\$55,000
<b>E-11</b>	<b>Contractual Arrangements (List)</b>				
E-11.1	Septic System Program	\$23,343	\$22,344	\$50,000	\$50,000
E-11.2	Windbreak/Community C	\$13,867	\$18,365	\$30,000	\$30,000
E-11.3	WWDC Small Water	\$0	\$0	\$70,500	\$70,500
E-11.4	Resource Enhancement	\$10,206	\$23,137	\$250,000	\$250,000
E-11.5	see additional details	\$15,087	\$43,028	\$85,000	\$89,380
<b>E-12</b>	<b>Other operations (Specify)</b>				
E-12.1	Rain Barrels	\$0	\$720	\$500	\$500
E-12.2	Pathway to Water Quality	\$10,000	\$5,000	\$5,000	\$5,000
E-12.3	Pictometry	\$20,000	\$0	\$20,000	\$20,000
E-12.4	Grasshopper Special Pro	\$0	\$0	\$12,000	\$12,000
E-12.5	_____				
<b>E-13</b>	<b>TOTAL OPERATIONS</b>	<b>\$195,044</b>	<b>\$200,387</b>	<b>\$672,356</b>	<b>\$673,380</b>

# Final Budget

Converse County Conservation District

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		\$866	\$1,090	\$1,200	\$1,200
E-14.2	Buildings and vehicles		\$730	\$880	\$900	\$900
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						
<b>E-15</b>	<b>Indirect payroll costs:</b>					
E-15.1	FICA (Social Security) taxes		\$7,451	\$7,469	\$7,500	\$7,500
E-15.2	Workers Compensation		\$1,342	\$1,533	\$1,500	\$1,500
E-15.3	Unemployment Taxes		\$167	\$115	\$175	\$175
E-15.4	Retirement		\$17,367	\$16,397	\$12,600	\$15,156
E-15.5	Health Insurance		\$23,170	\$18,638	\$19,400	\$19,000
E-15.6	Other (Specify)					
E-15.7	<u>Dental</u>		\$683	\$808	\$800	\$800
E-15.8	<u>Life</u>		\$162	\$81	\$200	\$200
E-15.9	see additional details		\$84	\$82	\$100	\$100
<b>E-17</b>	<b>TOTAL INDIRECT COSTS</b>		<b>\$52,420</b>	<b>\$47,491</b>	<b>\$44,775</b>	<b>\$46,931</b>

## 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>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# Final Budget

Converse County Conservation District  
 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	
<b>C-1</b>	<b>Balances at Beginning of Fiscal Year</b>				
C-1.1	General Fund Checking Account Balance	\$295,574	\$295,574	\$200,430	\$200,430
C-1.2	Savings and Investments Account Balance	\$45,484	\$45,484		
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	<b>Total Estimated Cash and Investments on Hand</b>	<b>\$1,191,058</b>	<b>\$1,191,058</b>	<b>\$1,050,430</b>	<b>\$1,050,430</b>
<b>C-2</b>	<b>General Fund Reductions:</b>				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$850,000	\$850,000	\$850,000	\$850,000
C-2.3	<b>Total Deductions (a+b)</b>	<b>\$850,000</b>	<b>\$850,000</b>	<b>\$850,000</b>	<b>\$850,000</b>
C-2.4	<b>Estimated Non-Restricted Funds Available</b>	<b>\$341,058</b>	<b>\$341,058</b>	<b>\$200,430</b>	<b>\$200,430</b>

## SINKING & DEBT SERVICE FUNDS

		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 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	<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	\$0	\$0	\$0	\$0

## RESERVES

		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>		\$850,000	\$850,000	\$850,000
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: 5/16/2019				
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>\$850,000</b>	<b>\$850,000</b>	<b>\$850,000</b>	<b>\$850,000</b>
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	<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	\$850,000	\$850,000	\$850,000	\$850,000

## BOND FUNDS

		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	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	<b>TOTAL TO BE SPENT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

