

Proposed Budget

Washakie County Conservation District	
Budget Hearing Information	
208 Shiloh Road	Location: Ten Sleep Senior Center
Worland, Wyoming 82401	Date: 7/15/2019
307-347-2456 ext. 101	Time: 8:00 p.m.
Washakie County	Budget Prepared by: Victoria Dietz

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

Budget Message only indicates changes from last fiscal year's budget as follows:

- INCOME**
- Water Quality Equipment/Lab ▼ Based upon what funds are left to receive for grant
 - Sage/Slick/Nowater 319 Grant ▼ Based upon what funds are left to receive for grant
 - Sage/Slick 319 Grant ▼ Completed Grant
 - NACD Technical Assistance Grant ▼ All funds were received
 - Paxton Berm EWP Grant Income ▲ Based upon NRCS Estimate at 75% Total Cost
 - Small Acreage Grant ▼ All funds were received
- EXPENSES**
- District Director ▲ Propose COLA increase of 3%
 - Program Assistant ▲ Based upon Full Time @ \$15.00/hour
 - Program Assistant - KFNEW - Based on 200 hours x \$16/hour plus \$1500 benefit payout upon leaving
 - WCCD Contract Labor Account ▼ Was based upon WPLI, but left for future contract work
 - Accounting ▲ Audit Estimate (Paxton Berm Income), Proof of Cash (307 Accounting)
 - Advertising ▼ No legal ads for WIDS this fiscal year
 - WCDEA ▼ Reduced to dues for only two employees
- OPERATIONS**
- Outdoor Classroom ▼ RR Ties, Maintenance, Potty Cleaning, Sprinkler Winterizing, Power, & Lease
 - Education Program General Supplies ▼ Reduced Since there is no specific dedicated employee
 - Special Projects ▼ Reduced To Even Number
 - Special Discretionary Project Funds ▲ Increased from \$5000 to add 1 septic system project
 - WDA Gooseberry Revegetation Project ▼ Finalized Grant
 - NACD Technical Assistance Grant ▼ Finalized Grant
 - Paxton Berm EWP Grant Expense ▲ Based upon NRCS Estimate at 75% Total Cost
 - Small Acreage Grant Expense ▼ Finalized Grant
 - Water Quality Equipment/Lab Exp. ▼ What is left to spend
 - WDA Monitoring/Range Grant 17-18 ▼ Finalized Grant
 - 319/WDA/BYBY Combined Grant Exp. ▼ Finalized Grant
 - Sage/Slick/Nowater 319 Grant Exp. ▼ What is left to spend from Grant

RECEIVED

MAY 31 2019

Per _____

S-B RESERVE DESCRIPTION

Washakie County Conservation District Reserve Policy

Statement of Reserve Policy

The purpose of this Policy is to help ensure the long-term financial stability of the Washakie County Conservation District and position it to

S-C

Names of Board Members	Date of End of Term
Dave Slover	2020
Dan Rice	2022
Vance Lungren	2022
Susan Pennington	2020
Charley Orchard	2022

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

If Yes, enter

Address of office: 208 Shiloh Road

City, State, Zip: Worland, Wyoming 82401

Phone Number: 307-347-2456 ext 101

Hours Open: 8:00 a.m. to 4:30 p.m. typically when not in the field

Where are the minutes of your board meeting available for public review?
 The Washakie County Conservation District website at www.washakiecd.com

How and where are the notices of meeting posted for the public?
 Worland-Ten Sleep Chamber of Commerce Web Calendar & Washakie County Conservation District website at www.washakiecd.com

Where are the public meetings held?
 Meetings alternate between Ten Sleep at the Ten Sleep Senior Citizens and Worland at the USDA Service Center on the 3rd Monday each month

PROPOSED BUDGET SUMMARY

OVERVIEW		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$397,991	#VALUE!	\$859,572	\$859,572
S-2	Total Principal to Pay on Debt	\$0		\$0	\$0
S-3	Total Change to Restricted Funds	\$0	\$0	\$28,234	\$28,234
S-4	Total General Fund and Forecasted Revenues Available	\$594,705	\$709,388	\$977,025	\$977,025
S-5	Amount requested from County Commissioners	\$154,246	\$135,304	\$135,304	\$135,304
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-7	Operating Revenues	\$3,100	\$2,400	\$2,400	\$2,400
S-8	Tax levy (From the County Treasurer)	\$154,246	\$135,304	\$135,304	\$135,304
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$200,686	\$303,602	\$611,102	\$611,102
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$28,791	\$60,200	\$27,500	\$27,500
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$386,823	\$501,506	\$776,306	\$776,306
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Washakie County Conservation District
FY 7/1/19-6/30/20

EXPENDITURE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-15	Capital Outlay	\$0	\$0	\$0	\$0
S-16	Interest and Fees On Debt	\$0	#VALUE!	\$0	\$0
S-17	Administration	\$108,277	\$150,726	\$162,684	\$162,684
S-18	Operations	\$258,290	\$428,928	\$657,942	\$657,942
S-19	Indirect Costs	\$31,424	\$34,880	\$41,446	\$41,446
S-20R	Expenditures paid by Reserves	\$0	\$0	\$7,500	\$7,500
S-20	Total Expenditures	\$397,991	#VALUE!	\$859,572	\$859,572

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

CASH AND INVESTMENTS		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$207,882	\$207,882	\$200,719	\$200,719

Summary of Reserve Funds		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-23	Beginning Balance in Reserve Accounts	\$0	\$0	\$0	\$0
S-24	a. Sinking and Debt Service Funds	\$88,589	\$88,589	\$88,589	\$88,589
S-25	b. Reserves	\$0	\$0	\$0	\$0
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$88,589	\$88,589	\$88,589	\$88,589
S-27	Amount to be added	\$0	\$0	\$0	\$0
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$35,734	\$35,734
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	\$35,734	\$35,734
S-31	Subtotal	\$88,589	\$88,589	\$124,323	\$124,323
S-32	Less Total to be spent	\$0	\$0	\$7,500	\$7,500
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$88,589	\$88,589	\$116,823	\$116,823

End of Summary

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

Date adopted by Special District _____

DISTRICT ADDRESS: 208 Shiloh Road
Worland, Wyoming 82401

PREPARED BY: Victoria Dietz

DISTRICT PHONE: 307-347-2456 ext. 101

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

Washakie County Conservation District
 NAME OF DISTRICT/BOARD

FYE 6/30/2020

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)		\$154,246	\$135,304	\$135,304	
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					
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		\$0	\$0	\$0	
R-3 Operating Revenues						
R-3.1	Customer Charges					
R-3.2	Sales of Goods or Services		\$3,100	\$2,400	\$2,400	
R-3.3	Other Assessments					
R-3.4	Total Operating Revenues		\$3,100	\$2,400	\$2,400	
R-4 Grants						
R-4.1	Direct Federal Grants		\$48,963	\$160,000	\$484,000	
R-4.2	Federal Grants thru State Agencies		\$141,695	\$121,937	\$106,703	
R-4.3	Grants from State Agencies		\$10,028	\$21,665	\$20,399	
R-4.4	Total Grants		\$200,686	\$303,602	\$611,102	
R-5 Miscellaneous Revenue						
R-5.1	Interest		\$1,186	\$1,200	\$1,500	
R-5.2	Other: Specify	NACD TA Grant	\$24,000	\$32,000	\$0	
R-5.3	Other: See Additional		\$3,605	\$27,000	\$26,000	
R-5.4	Total Miscellaneous		\$28,791	\$60,200	\$27,500	
R-5.5	Total Forecasted Revenue		\$232,577	\$366,202	\$641,002	
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	

Proposed Budget

Washakie 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				
E-1.2	Vehicles				
E-1.3	Office Equipment				
E-1.4	Other (Specify)				
E-1.5	_____				
E-1.6	_____				
E-1.7	_____				
E-1.8	TOTAL CAPITAL OUTLAY	\$0	\$0	\$0	

ADMINISTRATION BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
E-2	Personnel Services				
E-2.1	Administrator	\$47,476	\$47,476	\$48,900	
E-2.2	Secretary				
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5	Program Assistant	\$22,564	\$24,128	\$35,915	
E-2.6	Outdoor Education Speci:	\$4,323	\$16,224	\$0	
E-2.7	see additional details	\$3,595	\$4,199	\$4,199	
E-3	Board Expenses				
E-3.1	Travel				
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4	_____				
E-3.5	_____				
E-3.6	_____				
E-4	Contractual Services				
E-4.1	Legal	\$750	\$1,500	\$1,500	
E-4.2	Accounting/Auditing	\$108	\$200	\$5,500	
E-4.3	Other (Specify)				
E-4.4	Contract Labor	\$3,228	\$5,000	\$5,000	
E-4.5	_____				
E-4.6	_____				
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$4,199	\$4,500	\$4,500	
E-5.2	Office equipment, rent & repair	\$1,000	\$2,000	\$2,000	
E-5.3	Education	\$520	\$1,500	\$1,500	
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	Postage	\$1,246	\$1,700	\$1,700	
E-5.7	Reimbursable Expense	\$2,931	\$25,000	\$25,000	
E-5.8	see additional details	\$15,339	\$17,299	\$16,970	
E-6	TOTAL ADMINISTRATION	\$108,277	\$150,726	\$152,684	

Proposed Budget

Washakie 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				
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	\$1,917	\$2,500	\$2,500	
E-8.2	Other (Specify)				
E-8.3	Meals/Lodging	\$2,378	\$3,000	\$3,000	
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	Education Program	\$4,377	\$5,100	\$3,900	
E-10.2	On-The-Ground Projects	\$32,676	\$65,538	\$73,623	
E-10.3	WQ Programs	\$136,738	\$125,541	\$62,344	
E-10.4	Recycling Program	\$1,726	\$2,200	\$2,200	
E-10.5	see additional details	\$2,989	\$165,641	\$487,000	
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	Projects/Organizations St	\$11,044	\$4,875	\$13,375	
E-12.2	Meetings/Workshop Expe	\$1,737	\$2,000	\$2,000	
E-12.3	Resource Library	\$461	\$500	\$500	
E-12.4	Exhibits/Displays	\$256	\$500	\$500	
E-12.5	see additional details	\$61,991	\$51,533	\$7,000	
E-13	TOTAL OPERATIONS	\$258,290	\$428,928	\$657,942	

Proposed Budget

Washakie 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		\$874	\$1,000	\$1,000	
E-14.2	Buildings and vehicles		\$668	\$668	\$750	
E-14.3	Equipment		\$223	\$223	\$165	
E-14.4	Other (Specify)					
E-14.5	Bonds		\$430	\$430	\$430	
E-14.6	LGLP Deductable		\$0	\$500	\$500	
E-14.7						
E-15	Indirect payroll costs:					
E-15.1	FICA (Social Security) taxes		\$5,653	\$7,040	\$6,810	
E-15.2	Workers Compensation		\$1,555	\$2,163	\$2,092	
E-15.3	Unemployment Taxes		\$153	\$248	\$240	
E-15.4	Retirement		\$9,186	\$9,466	\$10,734	
E-15.5	Health Insurance		\$12,282	\$12,747	\$17,651	
E-15.6	Other (Specify)					
E-15.7	Dental Insurance		\$400	\$395	\$896	
E-15.8	Vision Insurance		\$0	\$0	\$178	
E-15.9						
E-17	TOTAL INDIRECT COSTS		\$31,424	\$34,880	\$41,446	

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	

Proposed Budget

Washakie County Conservation District

FYE 6/30/2020

NAME OF DISTRICT/BOARD

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	\$5,625	\$5,625	\$1,810	\$1,810
C-1.2	Savings and Investments Account Balance	\$185,493	\$185,493	\$182,053	\$182,053
C-1.3	General Fund CD Balance	\$16,739	\$16,739	\$16,831	\$16,831
C-1.4	All Other Funds	\$25	\$25	\$25	\$25
C-1.5	Reserves (From Below)	\$88,589	\$88,589	\$116,823	\$116,823
C-1.6	Total Estimated Cash and Investments on Hand	\$296,471	\$296,471	\$317,542	\$317,542
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE	\$194	\$194	\$665	\$665
C-2.2	b. Reserves	\$88,589	\$88,589	\$116,823	\$116,823
C-2.3	Total Deductions (a+b)	\$88,783	\$88,783	\$117,488	\$117,488
C-2.4	Estimated Non-Restricted Funds Available	\$207,688	\$207,688	\$200,054	\$200,054

SINKING & DEBT SERVICE FUNDS

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
C-3	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-3.1	<i>Date of Reserve Approval in Minutes:</i>				
C-3.2	Amount to be added to the reserve				
C-3.3	<i>Date of Reserve Approval in Minutes:</i>				
C-3.4	SUB-TOTAL	\$0	\$0	\$0	\$0
C-3.5	Identify the amount and project to be spent				
C-3.6	a. _____				
C-3.7	b. _____				
C-3.8	c. _____				
C-3.9	<i>Date of Reserve Approval in Minutes:</i>				
C-3.10	TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-3.11	Balance to be retained	\$0	\$0	\$0	\$0

RESERVES

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
C-4	Beginning Balance in Reserve Account (end of previous year)	\$88,589	\$88,589	\$88,589	\$88,589
C-4.1	<i>Date of Reserve Approval in Minutes:</i>				
C-4.2	Amount to be added to the reserve			\$35,734	\$35,734
C-4.3	<i>Date of Reserve Approval in Minutes:</i>				
C-4.4	SUB-TOTAL	\$88,589	\$88,589	\$124,323	\$124,323
C-4.5	Identify the amount and project to be spent				
C-4.6	a. <u>DPS Baugh_SD</u>			\$2,500	\$2,500
C-4.7	b. <u>Tolman_SD</u>			\$2,500	\$2,500
C-4.8	c. <u>See Additional Details</u>			\$2,500	\$2,500
C-4.9	<i>Date of Reserve Approval in Minutes:</i>				
C-4.10	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$7,500	\$7,500
C-4.11	Balance to be retained	\$88,589	\$88,589	\$116,823	\$116,823

BOND FUNDS

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
C-5	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-5.1	<i>Date of Reserve Approval in Minutes:</i>				
C-5.2	Amount to be added to the reserve				
C-5.3	<i>Date of Reserve Approval in Minutes:</i>				
C-5.4	SUB-TOTAL	\$0	\$0	\$0	\$0
C-5.5	Identify the amount and project to be spent				
C-5.6	<i>Date of Reserve Approval in Minutes:</i>				
C-5.7	Balance to be retained	\$0	\$0	\$0	\$0
C-5.8	TOTAL TO BE SPENT	\$0	\$0	\$7,500	\$7,500

Totals from this Page Only		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval	Amended Budget
Line	Section					
	Administration Budget					
E-2.7	Personnel Services	\$3,595	\$4,199	\$4,199	\$4,199	\$4,199
E-3.6	Board Expenses	\$0	\$0	\$0	\$0	\$0
E-4.6	Contractual Services	\$0	\$0	\$0	\$0	\$0
E-5.8	Other	\$15,339	\$17,299	\$16,970	\$16,970	\$16,970
	Operations Budget					
E-7.6	Personnel Services	\$0	\$0	\$0	\$0	\$0
E-8.5	Travel	\$0	\$0	\$0	\$0	\$0
E-9.5	Operating supplies	\$0	\$0	\$0	\$0	\$0
E-10.5	Program Services	\$2,989	\$165,641	\$487,000	\$487,000	\$487,000
E-11.5	Contractual Arrangements	\$0	\$0	\$0	\$0	\$0
E-12.5	Other operations	\$61,991	\$51,533	\$7,000	\$7,000	\$7,000
	Indirect Costs Budget					
E-14.7	Insurance	\$0	\$0	\$0	\$0	\$0
E-15.9	Indirect payroll costs	\$0	\$0	\$0	\$0	\$0
	Capital Outlay Budget					
E-1.7	Capital Outlay	\$0	\$0	\$0	\$0	\$0
	Cash & Forecasted Revenue					
R-5.3	Miscellaneous	\$3,605	\$27,000	\$26,000	\$26,000	\$26,000
C-3.9	Sinking & Debt Service Funds	\$0	\$0	\$0	\$0	\$0
C-4.9	Reserves	\$0	\$0	\$2,500	\$2,500	\$2,500
R-6.5	Bond Funds	\$0	\$0	\$0	\$0	\$0