

Corrected 6-4-18

**Proposed Budget**

Washakie County Conservation District	
	Budget Hearing Information
208 Shiloh Road	Location: Ten Sleep Senior Center
Worland, Wyoming 82401	Date: 7/16/2018
307-347-4027 ext 101	Time: 8:00 p.m.
Washakie County	Budget Prepared by: Victoria Dietz

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

Washakie County Conservation District Fiscal Year 2019 Draft Budget Message Detail  
 Budget Items that remained the same as last Fiscal Year were not included.

**INCOME**  
 Water Quality Equipment/Lab ▲ Based upon biennium lab funds to be allocated for upcoming biennium  
 Nowood Watershed Program\_Phase I ▲ New (applied for)  
 Sage/Slick/Nowater 319 Grant ▲ Based upon what funds are left to receive for grant  
 Sage/Slick 319 Grant ▼ Based upon what funds are left to receive for grant  
 NACD Technical Assistance Grant ▲ Based upon what is left to receive from NACD  
 Reimbursable Expense Income ▼ Based On Past Estimate (The Paxton Berm EWP Will Cause Us To Amend the Budget Later)  
 Special Projects Income ▼ Based On Typical of What is Normally Received  
 Small Acreage Grant ▲ New Grant  
 Savings Interest ▲ Based upon Interest Received Projection

**EXPENSES**  
**ADMINISTRATION**  
 Program Assistant ▲ Based upon 1508 hours, \$.50/hour wage Increase to \$16.00/hour.  
 Outdoor Education Specialist ▲ Based on 1248 possible hours @ \$13.00/hour (52 weeks x 24 hours/week)  
 WCCD Contract Labor Account ▼ Reduced based upon WPLI being almost completed, but left enough for future work to be done  
 Mileage ▼ Based on Last Year's Actual  
 Meals/Lodging ▲ Based On Anticipated Usage  
 Advertising ▼ Based On Actual  
 Reimbursed/Unanticipated Expense ▼ Based On Typical Expenses (Paxton Berm EWP Will Cause Us to Amend Later)  
 Vehicle Fuel/Maint ▼ Reduced to Base Amount  
 Building/Equipment Maintenance ▼ Reduced to Base Amount  
 Chamber of Commerce ▼ Dues Dropped  
 WACD ▲ Based on Mill Levy estimate for FY 2019 x 5.5% plus \$1000 plus the difference between what was received and dues budgeted FY 18

**OPERATIONS**  
 Education Program

**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	Does the district have regular office hours exceeding 20 hours per week?
Dave Slover	2020	<input type="checkbox"/> Yes
Dan Rice	2018	If Yes, enter Address of office: 208 Shiloh Road City, State, Zip: Worland, Wyoming 82401 Phone Number: 307-347-4026 ext 101 Hours Open: 8:30 - 4:30 typically
Vance Lungren	2018	
Susan Pennington	2020	
Charley Orchard	2018	

Where are the minutes of your board meeting available for public review?  
 The Washakie County Conservation District website

How and where are the notices of meeting posted for the public?  
 Local Chamber of Commerce Newsletter, Washakie County Conservation District Facebook page

Where are the public meetings held?  
 Meetings are typically held in Ten Sleep and Worland on alternate months, on the 3rd Monday, but are subject to change. For the most current m

## PROPOSED BUDGET SUMMARY

OVERVIEW		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$226,181	\$542,876	\$548,568	\$548,568
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	\$0	\$2,034	\$2,034
S-4	Total General Fund and Forecasted Revenues Available	\$447,347	\$614,585	\$664,685	\$664,685
S-5	Amount requested from County Commissioners	\$159,708	\$152,488	\$125,000	\$125,000
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-7	Operating Revenues	\$2,410	\$2,400	\$2,400	\$2,400
S-8	Tax levy (From the County Treasurer)	\$159,708	\$152,488	\$125,000	\$125,000
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$87,575	\$160,064	\$243,235	\$243,235
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$2,540	\$104,519	\$60,200	\$60,200
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$252,233	\$419,471	\$430,835	\$430,835
FY 7/1/18-6/30/19					

Washakie County Conservation District

EXPENDITURE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 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	\$101,791	\$199,426	\$150,660	\$150,660
S-18	Operations	\$93,729	\$309,023	\$363,028	\$363,028
S-19	Indirect Costs	\$30,661	\$34,427	\$34,880	\$34,880
S-20	Total Expenditures	\$226,181	\$542,876	\$548,568	\$548,568

DEBT SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$195,114	\$195,114	\$233,850	\$233,850
<b>Summary of Reserve Funds</b>					
S-23	Beginning Balance in Reserve Accounts				
S-24	a. Depreciation Reserve	\$1,000	\$1,000	\$1,000	\$1,000
S-25	b. Other Reserve	\$0	\$0	\$0	\$0
S-26	c. Emergency Reserve (Cash)	\$92,583	\$92,583	\$92,583	\$92,583
	<b>Total Reserves (a+b+c)</b>	\$93,583	\$93,583	\$93,583	\$93,583
S-27	Amount to be added				
S-28	a. Depreciation Reserve	\$0	\$0	\$1,004	\$1,004
S-29	b. Other Reserve	\$0	\$0	\$20,500	\$20,500
S-30	c. Emergency Reserve (Cash)	\$0	\$0	\$13,063	\$13,063
	<b>Total to be added (a+b+c)</b>	\$0	\$0	\$34,567	\$34,567
S-31	Subtotal	\$93,583	\$93,583	\$128,150	\$128,150
S-32	Less Total to be spent	\$0	\$0	\$32,533	\$32,533
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$93,583	\$93,583	\$95,617	\$95,617

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: 307-347-4027 ext 101

Prepared in compliance with the Uniform Municipal Fiscal Procedures Act (W.S. 16-4-101 through 124) as it applies.

1/29/18 Form approved by Wyoming Department of Audit, Public Funds Division

# Proposed Budget

Washakie County Conservation District

FYE 6/30/2019

NAME OF DISTRICT/BOARD

## PROPERTY TAXES AND ASSESSMENTS

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>R-1</b>	<b>Property Taxes and Assessments Received</b>				
R-1.1	Tax Levy (From the County Treasurer)	\$159,708	\$152,488	\$125,000	
R-1.2	Other County Support				

## FORECASTED REVENUE

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>R-2</b>	<b>Revenues from Other Governments</b>				
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	<b>Total Government Support</b>	\$0	\$0	\$0	
<b>R-3</b>	<b>Operating Revenues</b>				
R-3.1	Customer Charges				
R-3.2	Sales of Goods or Services	\$2,410	\$2,400	\$2,400	\$2,400
R-3.3	Other Assessments				
R-3.4	<b>Total Operating Revenues</b>	\$2,410	\$2,400	\$2,400	\$2,400
<b>R-4</b>	<b>Grants</b>				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies	\$54,941	\$150,036	\$220,691	\$220,691
R-4.3	Grants from State Agencies	\$32,634	\$10,028	\$22,544	\$22,544
R-4.4	<b>Total Grants</b>	\$87,575	\$160,064	\$243,235	\$243,235
<b>R-5</b>	<b>Miscellaneous Revenue</b>				
R-5.1	Interest	\$689	\$1,073	\$1,200	\$1,200
R-5.2	Other: Specify				
R-5.3	Other: See Additional	\$1,851	\$103,446	\$59,000	\$59,000
R-5.4	<b>Total Miscellaneous</b>	\$2,540	\$104,519	\$60,200	\$60,200
R-5.5	<b>Total Forecasted Revenue</b>	\$92,525	\$266,983	\$305,835	\$305,835
<b>R-6</b>	<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>				

# Proposed Budget

Washakie County Conservation District

FYE 6/30/2019

NAME OF DISTRICT/BOARD

## CAPITAL OUTLAY BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>E-1</b>	<b>Capital Outlay</b>				
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	<b>TOTAL CAPITAL OUTLAY</b>	\$0	\$0	\$0	

## ADMINISTRATION BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>E-2</b>	<b>Personnel Services</b>				
E-2.1	Administrator	\$43,439	\$47,476	\$47,476	
E-2.2	Secretary				
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5	Program Assistant	\$20,437	\$23,374	\$24,128	\$24,128
E-2.6	Outdoor Education Specia	\$8,613	\$11,475	\$16,224	\$16,224
E-2.7	see additional details	\$3,510	\$4,199	\$4,199	\$4,199
<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	\$0	\$1,500	\$1,500	\$1,500
E-4.2	Accounting/Auditing	\$0	\$200	\$200	\$200
E-4.3	Other (Specify)				
E-4.4	WPLI/Contract Labor	\$0	\$10,000	\$5,000	\$5,000
E-4.5	_____				
E-4.6					
<b>E-5</b>	<b>Other Administrative Expenses</b>				
E-5.1	Office Supplies	\$4,232	\$4,500	\$4,500	\$4,500
E-5.2	Office equipment, rent & repair	\$1,902	\$2,000	\$2,000	\$2,000
E-5.3	Education	\$321	\$1,500	\$1,500	\$1,500
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	Website Maintenance	\$50	\$500	\$500	\$500
E-5.7	Reimbursed Expenses	\$1,787	\$71,962	\$25,000	\$25,000
E-5.8	see additional details	\$17,500	\$20,740	\$18,433	\$18,433
<b>E-6</b>	<b>TOTAL ADMINISTRATION</b>	\$101,791	\$199,426	\$150,660	\$150,660

# Proposed Budget

Washakie County Conservation District

FYE 6/30/2019

## OPERATIONS BUDGET

			2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>E-7</b>	<b>Personnel Services</b>					
E-7.1	Wages—Operations					
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		\$2,756	\$3,600	\$2,500	
E-8.2	Other (Specify)					
E-8.3	Meals/Lodging		\$1,376	\$2,500	\$3,000	
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	Education Program		\$3,218	\$6,950	\$6,250	\$6,250
E-10.2	On The Ground Projects		\$12,631	\$98,268	\$56,864	\$56,864
E-10.3	Russain Olive/Tamarisk F		\$197	\$309	\$2,135	\$2,135
E-10.4	Water Quality Program		\$61,622	\$147,594	\$223,161	\$223,161
E-10.5	see additional details				\$3,600	\$3,600
<b>E-11</b>	<b>Contractual Arrangements (List)</b>					
E-11.1	_____					
E-11.2	_____					
E-11.3	_____					
E-11.4	_____					
E-11.5	_____					
<b>E-12</b>	<b>Other operations (Specify)</b>					
E-12.1	Projects/Organizations St		\$6,338	\$17,235	\$7,985	\$7,985
E-12.2	Meetings/Workshop Expe		\$1,617	\$3,000	\$2,000	\$2,000
E-12.3	Resource Library		\$336	\$500	\$500	\$500
E-12.4	_____					
E-12.5	see additional details		\$3,638	\$29,067	\$55,033	\$55,033
<b>E-13</b>	<b>TOTAL OPERATIONS</b>		<b>\$93,729</b>	<b>\$309,023</b>	<b>\$363,028</b>	<b>\$363,028</b>

# Proposed Budget

Washakie County Conservation District

FYE 6/30/2019

## INDIRECT COSTS BUDGET

			2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>E-14</b>	<b>Insurance</b>					
E-14.1	Liability		\$931	\$1,500	\$1,500	
E-14.2	Buildings and vehicles		\$866	\$891	\$891	
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	<u>Bonds</u>		\$430	\$1,243	\$430	
E-14.6						
E-14.7						
<b>E-15</b>	<b>Indirect payroll costs:</b>					
E-15.1	FICA (Social Security) taxes		\$5,503	\$6,619	\$7,040	
E-15.2	Workers Compensation		\$1,715	\$2,033	\$2,163	
E-15.3	Unemployment Taxes		\$177	\$174	\$248	\$248
E-15.4	Retirement		\$8,387	\$9,253	\$9,466	\$9,466
E-15.5	Health Insurance		\$12,249	\$12,300	\$12,747	\$12,747
E-15.6	Other (Specify)					
E-15.7	<u>Dental Insurance</u>		\$403	\$414	\$395	\$395
E-15.8						
E-15.9						
<b>E-16</b>	<b>Depreciation Expenses</b>					
<b>E-17</b>	<b>TOTAL INDIRECT COSTS</b>		<b>\$30,661</b>	<b>\$34,427</b>	<b>\$34,880</b>	<b>\$34,880</b>

## DEBT SERVICE BUDGET

			2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending 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>

# Proposed Budget

Washakie County Conservation District  
 NAME OF DISTRICT/BOARD

FYE 6/30/2019

## GENERAL FUNDS

	End of Year	Beginning	Beginning	Pending Approval
	2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	
<b>C-1 Balances at Beginning of Fiscal Year</b>				
C-1.1 General Fund Checking Account Balance	\$195,089	\$195,089	\$4,616	
C-1.2 Savings and Investments Account Balance		\$0	\$212,512	
C-1.3 General Fund CD Balance		\$0	\$16,697	
C-1.4 All Other Funds	\$25	\$25	\$25	
C-1.5 Reserves (From Below)	\$93,583	\$93,583	\$93,583	
C-1.6 <b>Total Estimated Cash and Investments on Hand</b>	<b>\$288,697</b>	<b>\$288,697</b>	<b>\$327,433</b>	
<b>C-2 General Fund Reductions:</b>				
C-2.1 a. Unpaid bills at FYE				
C-2.2 b. Reserves	\$93,583	\$93,583	\$95,617	
C-2.3 <b>Total Deductions (a+b)</b>	<b>\$93,583</b>	<b>\$93,583</b>	<b>\$95,617</b>	
C-2.4 <b>Estimated Non-Restricted Funds Available</b>	<b>\$195,114</b>	<b>\$195,114</b>	<b>\$231,816</b>	

## DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

	2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>C-3</b>				
C-3.1 Beginning Balance in Reserve Account (end of previous year)	\$1,000	\$1,000	\$1,000	
C-3.2 Date of Reserve Approval in Minutes: _____				
C-3.3 Amount to be added to the reserve			\$1,004	
C-3.4 Date of Reserve Approval in Minutes: _____				
C-3.5 SUB-TOTAL	\$1,000	\$1,000	\$2,004	
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 TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$0	\$0	
C-3.12 Balance to be retained in Depreciation Reserve Account	\$1,000	\$1,000	\$2,004	

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

	2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>C-4</b>				
C-4.1 Beginning Balance in Reserve Account (end of previous year)	\$0	\$0	\$0	
C-4.2 Date of Reserve Approval in Minutes: _____				
C-4.3 Amount to be added to the reserve			\$20,500	
C-4.4 Date of Reserve Approval in Minutes: _____				
C-4.5 SUB-TOTAL	\$0	\$0	\$20,500	
C-4.6 Identify the amount and project to be spent from "Other"				
C-4.7 a. Hamilton Ranch-Rural			\$5,500	
C-4.8 b. Wyman-Rural			\$10,000	
C-4.9 c. See Additional Details			\$5,000	
C-4.10 Date of Reserve Approval in Minutes: _____				
C-4.11 TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$20,500	
C-4.12 Balance to be retained in Other Reserve Account	\$0	\$0	\$0	

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

	2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
<b>C-5</b>				
C-5.1 Beginning Balance in Reserve Account (end of previous year)	\$92,583	\$92,583	\$92,583	
C-5.2 Date of Reserve Approval in Minutes: _____				
C-5.3 Amount to be added to the reserve			\$13,063	
C-5.4 Date of Reserve Approval in Minutes: _____				
C-5.5 SUB-TOTAL	\$92,583	\$92,583	\$105,646	
C-5.6 Amount to be spent from Emergency Reserve (Cash)			\$12,033	
C-5.7 Date of Reserve Approval in Minutes: _____				
C-5.8 Balance to be retained in Assigned Fund Balance	\$92,583	\$92,583	\$93,613	
C-5.9 TOTAL TO BE SPENT	<b>\$0</b>	<b>\$0</b>	<b>\$32,533</b>	