

Proposed Budget

Sublette County Conservation District	
Budget Hearing Information	
P.O. Box 647	Location: SCCD Conference Room
Pinedale, WY 82941	Date: 7/12/2016
307-367-2257	Time: 6:00PM
Sublette County	Budget Prepared by: Michael Henn

S-1 **BUDGET MESSAGE** W.S. 16-4-104(d)

The Sublette County Conservation District (SCCD) Board of Supervisors (Board) and staff have looked hard at our budget and are presenting to the Sublette County Commissioners a "Bare Bones" budget request for FY17. Last year in FY 16 SCCD requested \$777,764.00. This year for FY17 SCCD is requesting \$625,327.00 which is a 20% reduction in funding requested from the County. SCCD has removed all non-essential funding from the budget and severely cut funding for equipment purchases, staff trainings, and workshops. SCCD also cut two full-time positions (Groundwater Program Manager and Range Program Manager) and two part-time positions (Administrative Assistant and Education Coordinator). The budget proposed to you at this point has minimal effect on services provided by the District. Staff has agreed to pick up what job responsibilities the cut positions did and continue on until a time that those jobs can be hired again. SCCD has also seen a drop in non-county funding due to the state of the economy as well, thus our overall operating budget has decreased significantly.

PROPOSED BUDGET SUMMARY

OVERVIEW	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-1 Total Budgeted Expenditures	\$1,326,405	\$1,229,243	\$1,001,717	\$1,001,717
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	\$2,182,917	\$1,839,698	\$1,626,836	\$1,626,836
S-5 <i>Amount requested from County Commissioners</i>	\$0	\$0	\$0	\$0
S-6 Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-7 Operating Revenues	\$357,040	\$343,243	\$108,252	\$108,252
S-8 Tax levy (From the County Treasurer)	\$0	\$0	\$0	\$0
S-9 Government Support	\$675,499	\$675,889	\$625,327	\$625,327
S-10 Grants	\$259,030	\$143,369	\$234,440	\$234,440
S-11 Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12 Miscellaneous	\$1,208	\$3,500	\$0	\$0
S-13 Other Forecasted Revenue	\$0	\$0	\$0	\$0
S-14 Total Revenue	\$1,292,777	\$1,166,001	\$968,019	\$968,019

EXPENDITURE SUMMARY		2014-2015 Actual	2015-2016 Estimated	2016-2017 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	\$259,190	\$252,924	\$210,919	\$210,919
S-18	Operations	\$859,716	\$753,916	\$611,722	\$611,722
S-19	Indirect Costs	\$207,499	\$222,403	\$179,076	\$179,076
S-20	Total Expenditures	\$1,326,405	\$1,229,243	\$1,001,717	\$1,001,717

DEBT SUMMARY		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$890,140	\$673,697	\$658,817	\$658,817

Summary of Reserve Funds

S-23	Beginning Balance in Reserve Accounts				
S-24	a. Depreciation Reserve		\$0	\$0	\$0
S-25	b. Other Reserve	\$0	\$0	\$0	\$0
S-26	c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$0	\$0	\$0	\$0
S-27	Amount to be added				
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
	Total to be added (a+b+c)	\$0	\$0	\$0	\$0
S-31	Subtotal	\$0	\$0	\$0	\$0
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$0	\$0	\$0	\$0

End of Summary

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

Date adopted by Special District _____

DISTRICT ADDRESS: P.O. Box 647
Pinedale, WY 82941

PREPARED BY: Michael Henn

DISTRICT PHONE: 307-367-2257

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

Form approved by Wyoming Department of Audit, Public Funds Division



Proposed Budget

Sublette County Conservation District

FYE 6/30/2017

NAME OF DISTRICT/BOARD

PROPERTY TAXES AND ASSESSMENTS

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
R-1	Property Taxes and Assessments Received				
R-1.1	Tax Levy (From the County Treasurer)				
R-1.2	Other County Support				

FORECASTED REVENUE

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
R-2	Revenues from Other Governments				
R-2.1	State Aid				
R-2.2	Additional County Aid (non-treasurer)	\$675,499	\$675,889	\$625,327	\$625,327
R-2.3	City (or Town) Aid				
R-2.4	Other (Specify)				
R-2.5	Total Government Support	\$675,499	\$675,889	\$625,327	\$625,327
R-3	Operating Revenues				
R-3.1	Customer Charges	\$357,040	\$343,243	\$108,252	\$108,252
R-3.2	Sales of Goods or Services				
R-3.3	Other Assessments				
R-3.4	Total Operating Revenues	\$357,040	\$343,243	\$108,252	\$108,252
R-4	Grants				
R-4.1	Direct Federal Grants	\$97,404	\$70,000	\$25,000	\$25,000
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies	\$161,626	\$73,369	\$209,440	\$209,440
R-4.4	Total Grants	\$259,030	\$143,369	\$234,440	\$234,440
R-5	Miscellaneous Revenue				
R-5.1	Interest	\$1,208	\$3,500	\$0	
R-5.2	Other: Specify				
R-5.3	Other: Additional				
R-5.4	Total Miscellaneous	\$1,208	\$3,500	\$0	\$0
R-5.5	Total Forecasted Revenue	\$1,292,777	\$1,166,001	\$968,019	\$968,019
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

Sublette County Conservation District

FYE 6/30/2017

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

		2014-2015 Actual	2015-2016 Estimated	2016-2017 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	\$0

ADMINISTRATION BUDGET

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
E-2	Personnel Services				
E-2.1	Administrator	\$75,169	\$72,533	\$75,747	\$75,747
E-2.2	Secretary	\$53,994	\$58,631	\$59,318	\$59,318
E-2.3	Clerical	\$7,200	\$7,650	\$0	
E-2.4	Other (Specify)				
E-2.5	_____				
E-2.6	_____				
E-2.7	_____				
E-3	Board Expenses				
E-3.1	Travel	\$2,155	\$3,000	\$1,900	\$1,900
E-3.2	Mileage	\$850	\$1,000	\$2,000	\$2,000
E-3.3	Other (Specify)				
E-3.4	Board Meetings	\$1,100	\$1,200	\$1,200	\$1,200
E-3.5	_____				
E-3.6	_____				
E-4	Contractual Services				
E-4.1	Legal	\$4,000	\$0	\$0	
E-4.2	Accounting/Auditing	\$14,120	\$15,000	\$15,000	\$15,000
E-4.3	Other (Specify)				
E-4.4	Contractual/Consultant Se	\$20,079	\$7,000	\$0	
E-4.5	Network Maintenance	\$13,000	\$12,500	\$14,045	\$14,045
E-4.6	_____				
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$5,100	\$7,504	\$2,752	\$2,752
E-5.2	Office equipment, rent & repair	\$3,500	\$7,200	\$3,500	\$3,500
E-5.3	Education	\$1,500	\$200	\$0	
E-5.4	Registrations	\$13,366	\$3,370	\$1,000	\$1,000
E-5.5	Other (Specify)				
E-5.6	Office Rent	\$18,000	\$0	\$0	
E-5.7	Other (418 Line)	\$26,057	\$56,136	\$34,457	\$34,457
E-5.8	_____				
E-6	TOTAL ADMINISTRATION	\$259,190	\$252,924	\$210,919	\$210,919

Proposed Budget

Sublette County Conservation District

FYE 6/30/2017

OPERATIONS BUDGET

			2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
E-7	Personnel Services					
E-7.1	Wages--Operations		\$347,000	\$370,591	\$266,048	\$266,048
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	Garage and Other		\$66,376	\$124,263	\$65,240	\$65,240
E-9.2	Lab Analysis Chemical		\$145,000	\$129,188	\$40,964	\$40,964
E-9.3	Lab Analysis Bug		\$48,972	\$48,972	\$50,320	\$50,320
E-9.4	Data Assessment Reports		\$30,750	\$35,000	\$40,350	\$40,350
E-9.5	_____					
E-10	Program Services (List)					
E-10.1	Tree Program		\$3,865	\$3,800	\$3,800	\$3,800
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	Grant Funded Projects		\$217,753	\$42,102	\$145,000	\$145,000
E-12.2	_____					
E-12.3	_____					
E-12.4	_____					
E-12.5	_____					
E-13	TOTAL OPERATIONS		\$859,716	\$753,916	\$611,722	\$611,722

Proposed Budget

Sublette County Conservation District

FYE 6/30/2017

INDIRECT COSTS BUDGET

			2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
E-14	Insurance					
E-14.1	Liability		\$5,534	\$5,502	\$5,163	\$5,163
E-14.2	Buildings and vehicles		\$645	\$2,400	\$2,400	\$2,400
E-14.3	Equipment		\$816	\$800	\$325	\$325
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		\$40,000	\$38,969	\$28,000	\$28,000
E-15.2	Workers Compensation		\$15,000	\$14,517	\$6,170	\$6,170
E-15.3	Unemployment Taxes		\$668	\$1,698	\$594	\$594
E-15.4	Retirement		\$77,500	\$74,105	\$65,164	\$65,164
E-15.5	Health Insurance		\$67,000	\$84,052	\$70,956	\$70,956
E-15.6	Other (Specify)					
E-15.7	Life Insurance		\$336	\$360	\$304	\$304
E-15.8	_____					
E-15.9	_____					
E-16	Depreciation Expenses					
E-17	TOTAL INDIRECT COSTS		\$207,499	\$222,403	\$179,076	\$179,076

DEBT SERVICE BUDGET

			2014-2015 Actual	2015-2016 Estimated	2016-2017 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

Sublette County Conservation District
 NAME OF DISTRICT/BOARD

FYE 6/30/2017

GENERAL FUNDS

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking Account Balance	\$368,145	\$158,702	\$133,823	\$133,823
C-1.2	Savings and Investments Account Balance	\$47,237	\$40,237	\$50,237	\$50,237
C-1.3	General Fund CD Balance	\$474,757	\$474,757	\$474,757	\$474,757
C-1.4	All Other Funds				
C-1.5	Reserves (From Below)	\$0	\$0	\$0	\$0
C-1.6	Total Estimated Cash and Investments on Hand	\$890,140	\$673,697	\$658,817	\$658,817
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE	\$11,470	\$10,000	\$10,000	\$10,000
C-2.2	b. Reserves	\$0	\$0	\$0	\$0
C-2.3	Total Deductions (a+b)	\$11,470	\$10,000	\$10,000	\$10,000
C-2.4	Estimated Non-Restricted Funds Available	\$878,670	\$663,697	\$648,817	\$648,817

DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
C-3	Beginning Balance in Reserve Account (end of previous year)				
C-3.1	Beginning Balance in Reserve Account (end of previous year)				
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 to be spent from "Reserve for Capital Outlay"				
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 in Depreciation Reserve Account	\$0	\$0	\$0	\$0

OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
C-4	Beginning Balance in Reserve Account (end of previous year)				
C-4.1	Beginning Balance in Reserve Account (end of previous year)				
C-4.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.3	Amount to be added to the reserve				
C-4.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.5	SUB-TOTAL	\$0	\$0	\$0	\$0
C-4.6	"Other Reserves"				
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 in Other Reserve Account	\$0	\$0	\$0	\$0

ASSIGNED FUND BALANCE (EMERGENCY RESERVE - NOT COMMITTED)

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
C-5	Beginning Balance in Reserve Account (end of previous year)				
C-5.1	Beginning Balance in Reserve Account (end of previous year)				
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	Amount to be spent from Emergency Reserve (Cash)				
C-5.7	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.8	Balance to be retained in Assigned Fund Balance	\$0	\$0	\$0	\$0
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0