

Proposed Budget

Sublette County Conservation District	
Budget Hearing Information	
PO Box 2230	Location: 1625 W Pine Street, Pinedale WY
Pinedale, WY 82941	Date: 5/30/2018
307-367-2257	Time: 1:00PM
Sublette County	Budget Prepared by: Sno Ann Engler

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

This budget includes county funding requested in the amount of \$625,327 representing no gain or loss difference from the previous 2 years. In addition to county assistance we propose federal & state revenues of \$487,307 a decrease from last year of \$829,449 this is due to proposed grants in FY18's budget that were not funded. Operating and Miscellaneous Revenue total \$178,469 an increase of \$59,790 this is due to an awarded non-government grant. Thus bringing the total projected revenue to \$1,291,102.83. The proposed expenses include payroll & indirect costs of \$654,501.65 an increase of \$154,108 due to the hiring of 3 new employees to perform work on a special 2 year project, insurance proposed at \$69,414.70 an increase of \$8,583 due to an increase in premiums. Administration proposed at \$114,435 (this amount less the payroll \$) a decrease of \$113,950 due to less need for consultants. Operations proposed at 505,267 (less payroll \$) a decrease of \$629,383 due in large part to those proposed grants that were not awarded in FY18. Indirect Costs proposed at 216,581 an increase of \$39,863 resulting from the increase in health insurance premium. Thus bringing the total projected expense to 1,362,618.35 a decrease of \$237,877.65 Again this is largely due to the proposed grants in FY18 that were not awarded and we don't see in the FY19.

S-B RESERVE DESCRIPTION

(Note:1) Fiscal Year 2018 saw unanticipated capitol outlay (purchase of land & a new building) of \$419,977.18. It was necessary to utilize the "Capitol Outlay Reserve" account for \$239,872.42 and a large portion of the "Emergency Reserve" account of \$240,545.59 to accomplish this. The November 9, 2017 board meeting minutes reflect this decision.
 (Note:2) "Other Restricted" fund balances C-4.3 this is a "grants holding" account there are deposits going in and checks coming out weekly.

S-C

Names of Board Members	Date of End of Term
Coke Landers	11/7/18
Darrell Walker	11/7/18
David Pape	11/7/20
Meghann Durbrow Smith	11/7/20
Milford Lockwood	11/7/18

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

If Yes, enter

Address of office: 1625 West Pine Street

City, State, Zip: Pinedale, WY 82941

Phone Number: 307-367-2257

Hours Open: 8:00AM-5:00PM

Where are the minutes of your board meeting available for public review?
 1625 West Pine Street, Pinedale Wyoming 82941

How and where are the notices of meeting posted for the public?
 Sublette Examiner newspaper

Where are the public meetings held?
 1625 West Pine Street, Pinedale Wyoming 82941

PROPOSED BUDGET SUMMARY

OVERVIEW		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$1,160,175	\$1,729,405	\$1,362,618	\$1,362,618
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	-\$438,123	\$0	\$0
S-4	Total General Fund and Forecasted Revenues Available	\$1,590,460	\$1,688,890	\$1,640,013	\$1,640,013
S-5	Amount requested from County Commissioners	\$627,827	\$628,627	\$625,327	\$625,327
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-7	Operating Revenues	\$238,721	\$192,073	\$178,469	\$178,469
S-8	Tax levy (From the County Treasurer)	\$625,327	\$625,327	\$625,327	\$625,327
S-9	Government Support	\$8,824	\$8,824	\$8,824	\$8,824
S-10	Grants	\$348,635	\$492,341	\$478,483	\$478,483
S-11	Other County Support (Not from Co. Treas.)	\$2,500	\$3,300	\$0	\$0
S-12	Miscellaneous	\$2,480	\$3,054	\$0	\$0
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$1,226,488	\$1,324,918	\$1,291,103	\$1,291,103
FY 7/1/18-6/30/19		Sublette County Conservation District			

EXPENDITURE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-15	Capital Outlay	\$46,626	\$557,022	\$19,000	\$19,000
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$236,375	\$216,610	\$258,298	\$258,298
S-18	Operations	\$710,434	\$777,944	\$868,739	\$868,739
S-19	Indirect Costs	\$166,740	\$177,829	\$216,581	\$216,581

S-20	Total Expenditures	\$1,160,175	\$1,729,405	\$1,362,618	\$1,362,618
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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	\$363,972	\$363,972	\$348,910	\$348,910

Summary of Reserve Funds

S-23	Beginning Balance in Reserve Accounts				
S-24	a. Depreciation Reserve	\$238,611	\$238,611	\$0	\$0
S-25	b. Other Reserve	\$68,219	\$68,219	\$107,496	\$107,496
S-26	c. Emergency Reserve (Cash)	\$279,102	\$279,102	\$40,313	\$40,313
	Total Reserves (a+b+c)	\$585,932	\$585,932	\$147,809	\$147,809
S-27	Amount to be added				
S-28	a. Depreciation Reserve	\$0	\$1,262	\$0	\$0
S-29	b. Other Reserve	\$0	\$39,277	\$0	\$0
S-30	c. Emergency Reserve (Cash)	\$0	\$1,757	\$0	\$0
	Total to be added (a+b+c)	\$0	\$42,295	\$0	\$0
S-31	Subtotal	\$585,932	\$628,227	\$147,809	\$147,809
S-32	Less Total to be spent	\$0	\$480,418	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$585,932	\$147,809	\$147,809	\$147,809

End of Summary

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

DISTRICT ADDRESS: PO Box 2230
 Pinedale, WY 82941

PREPARED BY: Sno Ann Engler

DISTRICT PHONE: 307-367-2257

Proposed Budget

Sublette County Conservation District
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2019 _____

PROPERTY TAXES AND ASSESSMENTS

	2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
R-1 Property Taxes and Assessments Received				
R-1.1 Tax Levy (From the County Treasurer)	\$625,327	\$625,327	\$625,327	\$625,327
R-1.2 Other County Support	\$2,500	\$3,300	\$0	

FORECASTED REVENUE

	2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
R-2 Revenues from Other Governments				
R-2.1 State Aid	\$8,824	\$8,824	\$8,824	\$8,824
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	\$8,824	\$8,824	\$8,824	\$8,824
R-3 Operating Revenues				
R-3.1 Customer Charges	\$228,764	\$162,844	\$171,669	\$171,669
R-3.2 Sales of Goods or Services	\$4,417	\$23,705	\$4,800	\$4,800
R-3.3 Other Assessments	\$5,541	\$5,525	\$2,000	\$2,000
R-3.4 Total Operating Revenues	\$238,721	\$192,073	\$178,469	\$178,469
R-4 Grants				
R-4.1 Direct Federal Grants	\$132,148	\$293,237	\$333,000	\$333,000
R-4.2 Federal Grants thru State Agencies				
R-4.3 Grants from State Agencies	\$216,487	\$199,104	\$145,483	\$145,483
R-4.4 Total Grants	\$348,635	\$492,341	\$478,483	\$478,483
R-5 Miscellaneous Revenue				
R-5.1 Interest	\$85	\$3,054	\$0	
R-5.2 Other: Specify <u>credit cards rewards</u>	\$2,395	\$0	\$0	
R-5.3 Other: Additional				
R-5.4 Total Miscellaneous	\$2,480	\$3,054	\$0	\$0
R-5.5 Total Forecasted Revenue	\$598,661	\$696,291	\$665,776	\$665,776
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 6/30/2019

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
E-1	Capital Outlay				
E-1.1	Real Property	\$0	\$431,042	\$0	
E-1.2	Vehicles	\$38,174	\$44,873	\$0	
E-1.3	Office Equipment	\$3,219	\$13,500	\$13,500	\$13,500
E-1.4	Other (Specify)				
E-1.5	Field Equipment	\$5,233	\$67,607	\$5,500	\$5,500
E-1.6	_____				
E-1.7	_____				
E-1.8	TOTAL CAPITAL OUTLAY	\$46,626	\$557,022	\$19,000	\$19,000

ADMINISTRATION BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
E-2	Personnel Services				
E-2.1	Administrator	\$75,747	\$79,386	\$80,713	\$80,713
E-2.2	Secretary	\$59,786	\$60,285	\$63,150	\$63,150
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	\$2,807	\$3,675	\$4,200	\$4,200
E-3.2	Mileage	\$1,937	\$3,000	\$3,000	\$3,000
E-3.3	Other (Specify)				
E-3.4	Board Meetings	\$1,127	\$1,200	\$1,200	\$1,200
E-3.5	Uniforms	\$0	\$1,382	\$400	\$400
E-3.6	_____				
E-4	Contractual Services				
E-4.1	Legal	\$18,340	\$0	\$5,000	\$5,000
E-4.2	Accounting/Auditing	\$9,000	\$15,000	\$15,000	\$15,000
E-4.3	Other (Specify)				
E-4.4	Consultants & Contracts	\$35,670	\$19,066	\$16,345	\$16,345
E-4.5	_____				
E-4.6	_____				
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$1,033	\$2,752	\$2,752	\$2,752
E-5.2	Office equipment, rent & repair	\$30,928	\$30,864	\$31,538	\$31,538
E-5.3	Education				
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	JIO/PAPO Assistance	\$0	\$0	\$35,000	\$35,000
E-5.7	_____				
E-5.8	_____				
E-6	TOTAL ADMINISTRATION	\$236,375	\$216,610	\$258,298	\$258,298

Proposed Budget

Sublette County Conservation District

FYE 6/30/2019

OPERATIONS BUDGET					
		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
E-7	Personnel Services				
E-7.1	Wages--Operations	\$264,776	\$293,779	\$363,472	\$363,472
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	Staff Travel & Conference	\$5,458	\$10,860	\$12,200	\$12,200
E-8.4	Auto Gas & Oil	\$6,995	\$10,920	\$13,120	\$13,120
E-8.5	_____				
E-9	Operating supplies (List)				
E-9.1	Supplies	\$7,485	\$3,500	\$3,900	\$3,900
E-9.2	Cell Phone	\$3,992	\$4,666	\$4,240	\$4,240
E-9.3	Data Services	\$1,961	\$1,920	\$2,400	\$2,400
E-9.4	_____				
E-9.5	_____				
E-10	Program Services (List)				
E-10.1	Lab Chemical	\$42,318	\$42,936	\$32,000	\$32,000
E-10.2	Lab Aquatic Insect	\$21,600	\$52,387	\$52,387	\$52,387
E-10.3	Data Assessment Rpts	\$14,080	\$40,000	\$0	
E-10.4	Tree Program	\$3,933	\$15,854	\$5,000	\$5,000
E-10.5	_____				
E-11	Contractual Arrangements (List)				
E-11.1	Pass Through Projects	\$288,298	\$249,198	\$357,600	\$357,600
E-11.2	Sublette Pals/Spring EXP	\$2,701	\$33	\$2,000	\$2,000
E-11.3	Garage Lease	\$36,701	\$35,266	\$0	
E-11.4	_____				
E-11.5	_____				
E-12	Other operations (Specify)				
E-12.1	Utilities	\$2,240	\$1,930	\$5,900	\$5,900
E-12.2	Repairs & Maintenance	\$5,888	\$12,920	\$12,720	\$12,720
E-12.3	Local Workshops	\$477	\$1,000	\$1,000	\$1,000
E-12.4	Uniforms, Mrkting & Prom	\$1,531	\$776	\$800	\$800
E-12.5	_____				
E-13	TOTAL OPERATIONS	\$710,434	\$777,944	\$868,739	\$868,739

Proposed Budget

Sublette County Conservation District

FYE 6/30/2019

INDIRECT COSTS BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
E-14	Insurance				
E-14.1	Liability	\$3,448	\$4,000	\$4,000	\$4,000
E-14.2	Buildings and vehicles	\$3,145	\$3,109	\$3,883	\$3,883
E-14.3	Equipment				
E-14.4	Other (Specify)				
E-14.5	Crime	\$50	\$50	\$0	
E-14.6	<u>Blanket Bond</u>	\$314	\$325	\$314	\$314
E-14.7					
E-15	Indirect payroll costs:				
E-15.1	FICA (Social Security) taxes	\$30,027	\$33,160	\$38,811	\$38,811
E-15.2	Workers Compensation	\$13,031	\$17,599	\$20,243	\$20,243
E-15.3	Unemployment Taxes	\$1,429	\$2,790	\$5,400	\$5,400
E-15.4	Retirement	\$60,529	\$63,390	\$82,713	\$82,713
E-15.5	Health Insurance	\$48,554	\$47,160	\$54,978	\$54,978
E-15.6	Other (Specify)				
E-15.7	<u>Life Insurance</u>	\$296	\$246	\$240	\$240
E-15.8	<u>Health Savings Contributi</u>	\$5,917	\$6,000	\$6,000	\$6,000
E-15.9					
E-16	Depreciation Expenses				
E-17	TOTAL INDIRECT COSTS	\$166,740	\$177,829	\$216,581	\$216,581

DEBT SERVICE BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 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 6/30/2019

GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking Account Balance	\$17,284	\$17,284	\$57,971	\$57,971
C-1.2	Savings and Investments Account Balance	\$250,626	\$250,626	\$290,939	\$290,939
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds	\$96,062	\$96,062		
C-1.5	Reserves (From Below)	\$585,932	\$585,932	\$147,809	\$147,809
C-1.6	Total Estimated Cash and Investments on Hand	\$949,904	\$949,904	\$496,719	\$496,719
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE	\$2,806	\$2,500	\$2,500	\$2,500
C-2.2	b. Reserves	\$585,932	\$147,809	\$147,809	\$147,809
C-2.3	Total Deductions (a+b)	\$588,738	\$150,309	\$150,309	\$150,309
C-2.4	Estimated Non-Restricted Funds Available	\$361,166	\$799,595	\$346,410	\$346,410

DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
C-3	Beginning Balance in Reserve Account (end of previous year)	\$238,611	\$238,611	\$0	\$0
C-3.2	<i>Date of Reserve Approval in Minutes:</i> 7/21/2016				
C-3.3	Amount to be added to the reserve		\$1,262		
C-3.4	<i>Date of Reserve Approval in Minutes:</i> 11/9/2017				
C-3.5	SUB-TOTAL	\$238,611	\$239,873	\$0	\$0
C-3.6	Identify the amount to be spent from "Reserve for Capital Outlay"				
C-3.7	a. Real Estate (Country Clt		\$239,872		
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	\$239,872	\$0	\$0
C-3.12	Balance to be retained in Depreciation Reserve Account	\$238,611	\$0	\$0	\$0

OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
C-4	Beginning Balance in Reserve Account (end of previous year)	\$68,219	\$68,219	\$107,496	\$107,496
C-4.2	<i>Date of Reserve Approval in Minutes:</i> 7/21/2016				
C-4.3	Amount to be added to the reserve		\$39,277		
C-4.4	<i>Date of Reserve Approval in Minutes:</i> see addtl note line**C-4.9				
C-4.5	SUB-TOTAL	\$68,219	\$107,496	\$107,496	\$107,496
C-4.6	Identify the amount and project to be spent from "Other"				
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	\$68,219	\$107,496	\$107,496	\$107,496

ASSIGNED FUND BALANCE (EMERGENCY RESERVE - NOT COMMITTED)

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
C-5	Beginning Balance in Reserve Account (end of previous year)	\$279,102	\$279,102	\$40,313	\$40,313
C-5.2	<i>Date of Reserve Approval in Minutes:</i> 7/21/2016				
C-5.3	Amount to be added to the reserve		\$1,757		
C-5.4	<i>Date of Reserve Approval in Minutes:</i> 11/9/2017				
C-5.5	SUB-TOTAL	\$279,102	\$280,859	\$40,313	\$40,313
C-5.6	Amount to be spent from Emergency Reserve (Cash)		\$240,546		
C-5.7	<i>Date of Reserve Approval in Minutes:</i> 11/9/2017				
C-5.8	Balance to be retained in Assigned Fund Balance	\$279,102	\$40,313	\$40,313	\$40,313
C-5.9	TOTAL TO BE SPENT	\$0	\$480,418	\$0	\$0