

# Proposed Budget

Sublette County Conservation District	
	Budget Hearing Information
PO Box 647, 217 Country Club Ln.	Location: 217 Country Club Ln.
Pinedale, WY, 82941	Date: 7/15/2021
307-367-2364	Time: 6:00PM
Sublette County	Budget Prepared by: Traci Berg

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

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 essentials" budget request again for FY22. Last year in FY21 SCCD requested \$625,327.00, which was the same request since FY17. This year for FY22 SCCD is requesting \$625,327.00 which is no increase in funding requested from the County. SCCD has removed all non-critical funding from the budget and severely cut funding for equipment purchases, staff trainings, and workshops. SCCD still has one vacant full-time position (Range Specialist) and two part-time positions (Administrative Assistant and Education Coordinator) that continue to not be funded until such a time that they can be. SCCD has also not filled the Surface Water Program position due to potential budget cuts in FY22, but if we get the amount requested SCCD will start the hiring process to fill that position as soon as possible. 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.

If the Commission requires SCCD to cut the FY22 request the Board has looked hard at this and it would mean that we would have to cut a program from the District in order to comply with the request. Cutting a program would also mean eliminating a current full-time position from the District. Services SCCD offers now to the County taxpayers would also be cut associated with the program. Since FY17 SCCD's ask from the County has covered full time staff salaries and the ability to keep the lights on and the office open. There has been no increased ask since FY17 and SCCD has seen annual increases to operating costs which have led over the past 6 fiscal years to further internal cuts in order to maintain the flat line ask from the County.

**S-B RESERVE DESCRIPTION**

We have a "Restricted" checking account that houses grant money for ongoing projects. We are by state statute, required to house funds separate from any general operating funds. These funds are held in the Bank of Sublette.

**S-C**

Names of Board Members	Date of End of Term
Coke Landers	2022
Darrell Walker	2022
David Pape	2024
Meghann Smith	2024
Milford Lockwood	2024

Does the district have regular office hours exceeding 20 hours per week?	<input checked="" type="checkbox"/> Yes
If Yes, enter	
Address of office:	217 Country Club Lane
City, State, Zip:	Pinedale, WY 82941
Phone Number:	307-367-2364
Hours Open:	8:00 AM- 5:00 PM

Where are the minutes of your board meeting available for public review?  
 217 Country Club Lane

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

Where are the public meetings held?  
 217 Country Club Lane

## PROPOSED BUDGET SUMMARY

OVERVIEW		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$2,040,311	\$2,379,374	\$2,004,708	\$2,004,708
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	\$174,718	\$0	\$0
S-4	Total General Fund and Forecasted Revenues Available	\$2,424,032	\$2,909,494	\$2,445,280	\$2,445,280
S-5	Amount requested from County Commissioners	\$625,327	\$625,327	\$655,327	\$655,327
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-7	Operating Revenues	\$85,444	\$62,000	\$61,300	\$61,300
S-8	Tax levy (From the County Treasurer)	\$625,327	\$625,327	\$625,327	\$625,327
S-9	Government Support	\$8,824	\$12,824	\$12,708	\$12,708
S-10	Grants	\$1,178,251	\$1,369,358	\$1,022,229	\$1,022,229
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$30,000	\$30,000
S-12	Miscellaneous	\$17,700	\$19,500	\$9,500	\$9,500
S-13	Other Forecasted Revenue	\$61,500	\$373,500	\$119,571	\$119,571
S-14	Total Revenue	\$1,977,046	\$2,462,509	\$1,880,633	\$1,880,633

Sublette County Conservation District  
FY 7/1/21-6/30/22

EXPENDITURE SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-15	Capital Outlay	\$9,000	\$46,100	\$52,000	\$52,000
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$310,703	\$356,712	\$422,624	\$422,624
S-18	Operations	\$1,517,980	\$1,775,608	\$1,330,035	\$1,330,035
S-19	Indirect Costs	\$202,628	\$200,954	\$200,049	\$200,049
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$2,040,311	\$2,379,374	\$2,004,708	\$2,004,708

DEBT SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$446,986	\$446,985	\$564,647	\$564,647

**Summary of Reserve Funds**

S-23	Beginning Balance In Reserve Accounts	\$0	\$0	\$0	\$0
S-24	a. Sinking and Debt Service Funds	\$369,929	\$369,929	\$544,647	\$0
S-25	b. Reserves	\$0	\$0	\$0	\$0
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$369,929	\$369,929	\$544,647	\$0
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$0	\$174,718	\$0	\$0
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$0	\$174,718	\$0	\$0
S-31	Subtotal	\$369,929	\$544,647	\$544,647	\$0
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT-END OF FISCAL YEAR	\$369,929	\$544,647	\$544,647	\$0

End of Summary

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

Date adopted by Special District

4/22/21

DISTRICT ADDRESS: PO Box 647, 217 Country Club Ln.  
Pinedale, WY, 82941

PREPARED BY: Traci Berg

DISTRICT PHONE: 307-367-2364

# Proposed Budget

Sublette County Conservation District  
 NAME OF DISTRICT/BOARD

FYE 6/30/2022

## PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
<b>R-1 Property Taxes and Assessments Received</b>					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$625,327	\$625,327	\$625,327	\$625,327
R-1.2 Other County Support (see note on the right)	4005	\$0	\$0	\$30,000	\$30,000

## FORECASTED REVENUE

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
<b>R-2 Revenues from Other Governments</b>					
R-2.1 State Aid	4211	\$8,824	\$8,824	\$8,824	\$8,824
R-2.2 Additional County Aid (non-treasurer)	4237				
R-2.3 City (or Town) Aid	4237				
R-2.4 Other (Specify)	4237	\$0	\$4,000	\$3,882	\$3,882
R-2.5 <b>Total Government Support</b>		\$8,824	\$12,824	\$12,706	\$12,706
<b>R-3 Operating Revenues</b>					
R-3.1 Customer Charges	4300	\$80,644	\$57,200	\$56,500	\$56,500
R-3.2 Sales of Goods or Services	4300	\$4,800	\$4,800	\$4,800	\$4,800
R-3.3 Other Assessments	4503				
R-3.4 <b>Total Operating Revenues</b>		\$85,444	\$62,000	\$61,300	\$61,300
<b>R-4 Grants</b>					
R-4.1 Direct Federal Grants	4201	\$781,370	\$366,702	\$322,228	\$322,228
R-4.2 Federal Grants thru State Agencies	4201		\$19,480	\$256,970	\$256,970
R-4.3 Grants from State Agencies	4211	\$396,881	\$983,176	\$443,031	\$443,031
R-4.4 <b>Total Grants</b>		\$1,178,251	\$1,369,358	\$1,022,229	\$1,022,229
<b>R-5 Miscellaneous Revenue</b>					
R-5.1 Interest	4501	\$100	\$100	\$1,500	\$1,500
R-5.2 Other: Specify <u>Spring Expo</u>	4500	\$2,000	\$3,600		
R-5.3 Other: See Additional		\$15,600	\$15,800	\$8,000	\$8,000
R-5.4 <b>Total Miscellaneous</b>		\$17,700	\$19,500	\$9,500	\$9,500
R-5.5 <b>Total Forecasted Revenue</b>		\$1,290,219	\$1,463,682	\$1,105,735	\$1,105,735

<b>R-6 Other Forecasted Revenue</b>					
R-6.1 a. Other past due as estimated by Co. Treas.	4004				
R-6.2 b. Other forecasted revenue (specify):					
R-6.3 Non Government Grants	4500	\$61,500	\$373,500	\$119,571	\$119,571
R-6.4 <u>Scholarship &amp; Outreach Education</u>	4500	\$0			
R-6.5					
R-6.6 <b>Total Other Forecasted Revenue (a+b)</b>		\$61,500	\$373,500	\$119,571	\$119,571

# Proposed Budget

Sublette County Conservation District  
 NAME OF DISTRICT/BOARD

FYE 6/30/2022

## CAPITAL OUTLAY BUDGET

		DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
<b>E-1</b>	<b>Capital Outlay</b>					
E-1.1	Real Property	6201	\$0	\$2,000	\$32,000	\$34,000
E-1.2	Vehicles	6210	\$0	\$26,100		\$26,100
E-1.3	Office Equipment	6211	\$2,500	\$3,500	\$3,500	\$9,500
E-1.4	Other (Specify)					
E-1.5	Field Equipment	6200	\$6,500	\$14,500	\$16,500	\$37,500
E-1.6		6200				
E-1.7						
E-1.8	<b>TOTAL CAPITAL OUTLAY</b>		<b>\$9,000</b>	<b>\$46,100</b>	<b>\$52,000</b>	<b>\$62,000</b>

## ADMINISTRATION BUDGET

		DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
<b>E-2</b>	<b>Personnel Services</b>					
E-2.1	Administrator	7002	\$84,543	\$86,952	\$90,405	\$261,800
E-2.2	Secretary	7003	\$64,198	\$66,029	\$43,680	\$174,307
E-2.3	Clerical	7004				
E-2.4	Other (Specify)					
E-2.5		7005				
E-2.6		7005				
E-2.7						
<b>E-3</b>	<b>Board Expenses</b>					
E-3.1	Travel	7011	\$4,500	\$5,500	\$5,500	\$15,500
E-3.2	Mileage	7012	\$3,000	\$3,000	\$3,000	\$9,000
E-3.3	Other (Specify)					
E-3.4	Uniforms	7013	\$500	\$600	\$600	\$1,700
E-3.5	Board Meetings	7013	\$1,200	\$1,200	\$1,200	\$3,600
E-3.6						
<b>E-4</b>	<b>Contractual Services</b>					
E-4.1	Legal	7021				
E-4.2	Accounting/Auditing	7022	\$10,000	\$10,000	\$10,000	\$30,000
E-4.3	Other (Specify)					
E-4.4	Consults & Contracts	7023		\$44,500	\$129,957	\$174,457
E-4.5	Network Maintenance Services	7023	\$12,572	\$15,600	\$15,600	\$43,772
E-4.6						
<b>E-5</b>	<b>Other Administrative Expenses</b>					
E-5.1	Office Supplies	7031	\$2,752	\$2,752	\$2,752	\$8,256
E-5.2	Office equipment, rent & repair	7032	\$20,750	\$13,300	\$12,024	\$46,074
E-5.3	Education	7033	\$338	\$335	\$335	\$1,008
E-5.4	Registrations	7034	\$12,500	\$20,094	\$20,721	\$53,315
E-5.5	Other (Specify)					
E-5.6	Donations, Gifts & Awards	7035	\$500	\$500	\$500	\$1,500
E-5.7	Fees, Dues & Subscriptions	7035	\$27,150	\$26,000	\$26,000	\$79,150
E-5.8	see additional details		\$66,200	\$60,350	\$60,350	\$186,900
<b>E-6</b>	<b>TOTAL ADMINISTRATION</b>		<b>\$310,703</b>	<b>\$356,712</b>	<b>\$422,624</b>	<b>\$1,191,324</b>

# Proposed Budget

Sublette County Conservation District

FYE 6/30/2022

## OPERATIONS BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
<b>E-7 Personnel Services</b>					
E-7.1 Wages--Operations	7202	\$355,630	\$282,346	\$291,731	\$63,653
E-7.2 Service Contracts	7203				
E-7.3 Other (Specify)					
E-7.4 _____	7204				
E-7.5 _____	7204				
E-7.6 _____					
<b>E-8 Travel</b>					
E-8.1 Mileage	7211				
E-8.2 Other (Specify)					
E-8.3 Auto Gas & Oil	7212	\$13,920	\$8,800	\$8,800	\$5,120
E-8.4 Auto Repair & Maintenance	7212			\$5,500	\$5,500
E-8.5 _____					
<b>E-9 Operating supplies (List)</b>					
E-9.1 Supplies	7220	\$5,000	\$5,000	\$5,000	\$5,000
E-9.2 Cell Phone	7220	\$4,240	\$4,240	\$4,240	\$4,240
E-9.3 Data Services	7220	\$2,400	\$1,440	\$1,440	\$960
E-9.4 Repairs & Maintenance	7220	\$2,400	\$2,400	\$2,400	\$2,400
E-9.5 see additional details		\$0	\$3,000	\$3,000	\$3,000
<b>E-10 Program Services (List)</b>					
E-10.1 Lab Chemical	7230	\$34,000	\$34,000	\$34,000	\$34,000
E-10.2 Lab Aquatic Insects	7230	\$52,440	\$55,000	\$55,000	\$55,000
E-10.3 Data Assessments	7230	\$20,000	\$0		
E-10.4 Tree Program	7230	\$4,800	\$5,000	\$5,000	\$5,000
E-10.5 _____					
<b>E-11 Contractual Arrangements (List)</b>					
E-11.1 Pass Through Projects	7400	\$1,013,550	\$1,365,502	\$905,044	\$408,458
E-11.2 Sublette Pals/Expo	7400	\$2,000	\$3,350	\$3,350	\$3,350
E-11.3 Satellite Messenger	7400	\$0	\$180	\$180	\$180
E-11.4 _____	7400				
E-11.5 _____					
<b>E-12 Other operations (Specify)</b>					
E-12.1 Utilities	7450	\$5,900	\$4,600	\$4,600	\$1,300
E-12.2 Local Workshops	7450	\$1,000	\$0		
E-12.3 Uniforms, Marketing & Promoting	7450	\$700	\$750	\$750	\$750
E-12.4 _____	7450				
E-12.5 _____					
<b>E-13 TOTAL OPERATIONS</b>		<b>\$1,517,980</b>	<b>\$1,775,608</b>	<b>\$1,330,035</b>	<b>\$445,573</b>

# Proposed Budget

Sublette County Conservation District

FYE 6/30/2022

## INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
<b>E-14 Insurance</b>					
E-14.1 Liability	7502	\$4,000	\$4,000	\$4,000	
E-14.2 Buildings and vehicles	7503	\$1,883	\$2,586	\$2,999	
E-14.3 Equipment	7504	\$314	\$314	\$902	
E-14.4 Other (Specify)					
E-14.5 Commercial Property	7505	\$800	\$1,000	\$1,236	
E-14.6 Crime & Blanket	7505	\$1,129	\$894	\$1,198	
E-14.7					
<b>E-15 Indirect payroll costs:</b>					
E-15.1 FICA (Social Security) taxes	7511	\$38,812	\$33,303	\$32,577	
E-15.2 Workers Compensation	7512	\$12,632	\$6,878	\$6,878	
E-15.3 Unemployment Taxes	7513	\$11,973	\$5,745	\$5,745	
E-15.4 Retirement	7514	\$66,937	\$78,881	\$77,161	
E-15.5 Health Insurance	7515	\$57,908	\$53,844	\$53,844	
E-15.6 Other (Specify)					
E-15.7 Life Insurance	7516	\$240	\$287	\$287	
E-15.8 Health Savings Contribution	7516	\$6,000	\$12,600	\$12,600	
E-15.9 see additional details			\$622	\$622	
<b>E-17 TOTAL INDIRECT COSTS</b>		<b>\$202,628</b>	<b>\$200,954</b>	<b>\$200,049</b>	

## DEBT SERVICE BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
<b>D-1 Debt Service</b>					
D-1.1 Principal	6401				
D-1.2 Interest	6410				
D-1.3 Fees	6420				
<b>D-2 TOTAL DEBT SERVICE</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	

# Proposed Budget

Sublette County Conservation District  
 NAME OF DISTRICT/BOARD

FYE 6/30/2022

## GENERAL FUNDS

		End of Year	Beginning	Beginning		
		2019-2020	2020-2021	2021-2022	Pending	
		Actual	Estimated	Proposed	Approval	
C-1	Balances at Beginning of Fiscal Year	DOA Chart of Accounts				
C-1.1	General Fund Checking	1010	\$278,658	\$278,658	\$294,107	
C-1.2	Savings and Investments	1040	\$168,328	\$168,328	\$270,540	
C-1.3	General Fund CD Balance	1050				
C-1.4	All Other Funds	1020				
C-1.5	Reserves (From Below)		\$369,929	\$369,929	\$544,647	
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>		<b>\$816,915</b>	<b>\$816,915</b>	<b>\$1,109,294</b>	
<b>C-2 General Fund Reductions:</b>						
C-2.1	a. Unpaid bills at FYE	2010		\$12,475		
C-2.2	b. Reserves		\$369,929	\$369,929	\$544,647	
C-2.3	<b>Total Deductions (a+b)</b>		<b>\$369,929</b>	<b>\$382,404</b>	<b>\$544,647</b>	
C-2.4	<b>Estimated Non-Restricted Funds Available</b>		<b>\$446,986</b>	<b>\$434,511</b>	<b>\$564,647</b>	

	DOA Chart of Accounts
<b>SINKING &amp; DEBT SERVICE FUNDS</b>	1070

		2019-2020	2020-2021	2021-2022	Pending
		Actual	Estimated	Proposed	Approval
C-3	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>	\$0	\$0	\$0	
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>	\$0	\$0	\$0	
C-3.12	Balance to be retained	\$0	\$0	\$0	

	DOA Chart of Accounts
<b>RESERVES</b>	1090

		2019-2020	2020-2021	2021-2022	Pending
		Actual	Estimated	Proposed	Approval
C-4	Beginning Balance in Reserve Account (end of previous year)	\$369,929	\$369,929	\$544,647	
C-4.2	Date of Reserve Approval in Minutes: 5/26/2021				
C-4.3	Amount to be added to the reserve		\$174,718		
C-4.4	Date of Reserve Approval in Minutes:				
C-4.5	<b>SUB-TOTAL</b>	\$369,929	\$544,647	\$544,647	
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>	\$0	\$0	\$0	
C-4.12	Balance to be retained	\$369,929	\$544,647	\$544,647	

	DOA Chart of Accounts
<b>BOND FUNDS</b>	1080

		2019-2020	2020-2021	2021-2022	Pending
		Actual	Estimated	Proposed	Approval
C-5	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>	\$0	\$0	\$0	
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	
C-5.9	<b>TOTAL TO BE SPENT</b>	\$0	\$0	\$0	