

## Proposed Budget

<b>5</b>	
<small>Budget Hearing Information</small>	
PO Box 647	<b>Location:</b> SCCD Conference Room
Pinedale, WY 82941	<b>Date:</b> 6/7/2017
307-367-2257	<b>Time:</b> 9:00 AM
Sublette County	<b>Budget Prepared by:</b> Sno Ann Engler

**S-A 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 FY18. Last year in FY 17 SCCD requested \$625,327.00, which was a 20% reduction in funding from FY16. This year for FY18 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. 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.

**S-B RESERVE DESCRIPTION**

We have 2 Reserve accounts. Both of these are funds being held in CD's. 1) Capitol Outlay (funds set aside through board resolution to be used towards the construction of a future new office building. 2) Emergency Reserves (funds setaside through board resolution to be utilized in an event of funding shortfall to conduct day to day business for atleast 6 months)

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	11/7/20
Vacant	11/7/20

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: 8:00 AM-5:00 PM

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

How and where are the notices of meeting posted for the public?  
 Sublette Examiner newspaper, SCCD website-calendar of events

Where are the public meetings held?  
 1625 West Pine Street

## PROPOSED BUDGET SUMMARY

OVERVIEW		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-1	<b>Total Budgeted Expenditures</b>	\$1,053,223	\$1,146,895	\$1,600,496	\$1,600,496
S-2	<b>Total Principal to Pay on Debt</b>	\$0	\$0	\$0	\$0
S-3	<b>Total Change to Restricted Funds</b>	\$0	\$0	\$0	\$0
S-4	<b>Total General Fund and Forecasted Revenues Available</b>	\$1,360,667	\$1,499,292	\$1,984,345	\$1,984,345
S-5	<i>Amount requested from County Commissioners</i>	\$675,499	\$625,327	\$625,327	\$625,327
S-6	<b>Additional Funding Needed :</b>			<b>\$0</b>	<b>\$0</b>

REVENUE SUMMARY		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-7	<b>Operating Revenues</b>	\$244,203	\$169,336	\$123,703	\$123,703
S-8	<b>Tax levy (From the County Treasurer)</b>	\$675,499	\$625,327	\$625,327	\$625,327
S-9	<b>Government Support</b>	\$9,867	\$12,823	\$8,824	\$8,824
S-10	<b>Grants</b>	\$97,118	\$308,033	\$888,901	\$888,901
S-11	<b>Other County Support (Not from Co. Treas.)</b>	\$0	\$0	\$0	\$0
S-12	<b>Miscellaneous</b>	\$2,797	\$2,440	\$0	\$0
S-13	<b>Other Forecasted Revenue</b>	\$0	\$0	\$0	\$0
S-14	<b>Total Revenue</b>	\$1,029,484	\$1,117,960	\$1,646,754	\$1,646,754
FY 7/1/17-6/30/18					\$5

EXPENDITURE SUMMARY		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-15	<b>Capital Outlay</b>	\$60,703	\$49,110	\$18,500	\$18,500
S-16	<b>Interest and Fees On Debt</b>	\$0	\$0	\$0	\$0
S-17	<b>Administration</b>	\$228,069	\$223,983	\$368,056	\$368,056
S-18	<b>Operations</b>	\$577,068	\$690,668	\$1,037,222	\$1,037,222
S-19	<b>Indirect Costs</b>	\$187,383	\$183,135	\$176,718	\$176,718
S-20	<b>Total Expenditures</b>	\$1,053,223	\$1,146,895	\$1,600,496	\$1,600,496

DEBT SUMMARY		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-21	<b>Principal Paid on Debt</b>	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$331,183	\$381,332	\$337,591	\$337,591
<b>Summary of Reserve Funds</b>					
S-23	<b>Beginning Balance in Reserve Accounts</b>				
S-24	a. Depreciation Reserve	\$238,611	\$238,611	\$238,611	\$238,611
S-25	b. Other Reserve	\$68,219	\$68,219	\$68,219	\$68,219
S-26	c. Emergency Reserve (Cash)	\$238,789	\$238,789	\$238,789	\$238,789
	<b>Total Reserves (a+b+c)</b>	\$545,619	\$545,619	\$545,619	\$545,619
S-27	<b>Amount to be added</b>				
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
	<b>Total to be added (a+b+c)</b>	\$0	\$0	\$0	\$0
S-31	<b>Subtotal</b>	\$545,619	\$545,619	\$545,619	\$545,619
S-32	<b>Less Total to be spent</b>	\$0	\$0	\$0	\$0
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	\$545,619	\$545,619	\$545,619	\$545,619

*End of Summary*

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

Date adopted by Special District \_\_\_\_\_

**DISTRICT ADDRESS:** PO Box 647  
Pinedale, WY 82941

**PREPARED BY:** Sno Ann Engler

**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.*

3/27/17 Form approved by Wyoming Department of Audit, Public Funds Division

# Proposed Budget

5

FYE 6/30/2018

NAME OF DISTRICT/BOARD \_\_\_\_\_

## PROPERTY TAXES AND ASSESSMENTS

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
R-1	<b>Property Taxes and Assessments Received</b>				
R-1.1	<b>Tax Levy (From the County Treasurer)</b>	\$675,499	\$625,327	\$625,327	\$625,327
R-1.2	Other County Support	\$0	\$0	\$0	

## FORECASTED REVENUE

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
R-2	<b>Revenues from Other Governments</b>				
R-2.1	State Aid	\$9,867	\$12,823	\$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	<b>Total Government Support</b>	\$9,867	\$12,823	\$8,824	\$8,824
R-3	<b>Operating Revenues</b>				
R-3.1	Customer Charges	\$234,190	\$166,096	\$123,703	\$123,703
R-3.2	Sales of Goods or Services	\$9,314	\$2,759	\$0	
R-3.3	Other Assessments	\$699	\$482		
R-3.4	<b>Total Operating Revenues</b>	\$244,203	\$169,336	\$123,703	\$123,703
R-4	<b>Grants</b>				
R-4.1	Direct Federal Grants	\$45,625	\$132,148	\$351,700	\$351,700
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies	\$51,493	\$175,886	\$537,201	\$537,201
R-4.4	<b>Total Grants</b>	\$97,118	\$308,033	\$888,901	\$888,901
R-5	<b>Miscellaneous Revenue</b>				
R-5.1	Interest	\$2,797	\$50	\$0	
R-5.2	Other: Specify <u>Credit Card Rewards</u>	\$0	\$2,390	\$0	
R-5.3	Other: Additional				
R-5.4	<b>Total Miscellaneous</b>	\$2,797	\$2,440	\$0	\$0
R-5.5	<b>Total Forecasted Revenue</b>	\$353,985	\$492,633	\$1,021,427	\$1,021,427
R-6	<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>	\$0	\$0	\$0	\$0

# Proposed Budget

5

FYE 6/30/2018

NAME OF DISTRICT/BOARD \_\_\_\_\_

## CAPITAL OUTLAY BUDGET

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
<b>E-1</b>	<b>Capital Outlay</b>				
E-1.1	Real Property				
E-1.2	Vehicles	\$40,411	\$32,945	\$0	
E-1.3	Office Equipment	\$12,079	\$13,000	\$13,500	\$13,500
E-1.4	Other (Specify)				
E-1.5	<u>Field Equipment</u>	\$8,212	\$3,165	\$5,000	\$5,000
E-1.6	_____				
E-1.7	_____				
E-1.8	<b>TOTAL CAPITAL OUTLAY</b>	\$60,703	\$49,110	\$18,500	\$18,500

## ADMINISTRATION BUDGET

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
<b>E-2</b>	<b>Personnel Services</b>				
E-2.1	Administrator	\$72,102	\$75,747	\$79,386	\$79,386
E-2.2	Secretary	\$58,631	\$59,318	\$60,285	\$60,285
E-2.3	Clerical	\$0	\$0	\$0	
E-2.4	Other (Specify)				
E-2.5	<u>Assistant</u>	\$5,387	\$468	\$0	
E-2.6	_____				
E-2.7	_____				
<b>E-3</b>	<b>Board Expenses</b>				
E-3.1	Travel	\$692	\$2,220	\$2,000	\$2,000
E-3.2	Mileage	\$3,856	\$2,000	\$3,000	\$3,000
E-3.3	Other (Specify)				
E-3.4	<u>Meeting Registrations</u>	\$643	\$586	\$650	\$650
E-3.5	<u>Board Meetings</u>	\$1,156	\$1,200	\$1,200	\$1,200
E-3.6	_____				
<b>E-4</b>	<b>Contractual Services</b>				
E-4.1	Legal	\$10,000	\$0	\$0	
E-4.2	Accounting/Auditing	\$14,000	\$9,000	\$15,000	\$15,000
E-4.3	Other (Specify)				
E-4.4	<u>Consultants &amp; Contracts</u>	\$18,056	\$36,130	\$166,345	\$166,345
E-4.5	_____				
E-4.6	_____				
<b>E-5</b>	<b>Other Administrative Expenses</b>				
E-5.1	Office Supplies	\$4,174	\$2,752	\$2,752	\$2,752
E-5.2	Office equipment, rent & repair	\$2,845	\$2,608	\$2,550	\$2,550
E-5.3	Education	\$5,474	\$4,798	\$6,100	\$6,100
E-5.4	Registrations	\$27,696	\$25,467	\$26,000	\$26,000
E-5.5	Other (Specify)				
E-5.6	<u>Advertisements</u>	\$543	\$400	\$500	\$500
E-5.7	<u>Other</u>	\$2,814	\$1,288	\$2,288	\$2,288
E-5.8	_____				
<b>E-6</b>	<b>TOTAL ADMINISTRATION</b>	\$228,069	\$223,983	\$368,056	\$368,056

# Proposed Budget

<b>OPERATIONS BUDGET</b>			
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			2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
<b>E-7</b>	<b>Personnel Services</b>					
E-7.1	Wages--Operations		\$302,092	\$232,488	\$241,739	\$241,739
E-7.2	Service Contracts					
E-7.3	Other (Specify)					
E-7.4	Field Tech's		\$2,125	\$33,560	\$52,040	\$52,040
E-7.5						
E-7.6						
<b>E-8</b>	<b>Travel</b>					
E-8.1	Mileage		\$0	\$0	\$0	
E-8.2	Other (Specify)					
E-8.3	Auto Gas & Oil		\$6,233	\$6,520	\$10,920	\$10,920
E-8.4						
E-8.5						
<b>E-9</b>	<b>Operating supplies (List)</b>					
E-9.1	Supplies		\$6,343	\$3,500	\$3,500	\$3,500
E-9.2	Cell Phone		\$5,718	\$3,530	\$3,360	\$3,360
E-9.3	Data Services		\$1,332	\$1,471	\$1,920	\$1,920
E-9.4						
E-9.5						
<b>E-10</b>	<b>Program Services (List)</b>					
E-10.1	Lab Chemical		\$100,407	\$40,964	\$42,936	\$42,936
E-10.2	Lab Aquatic Insect		\$21,200	\$50,320	\$52,387	\$52,387
E-10.3	Data Assessment Rpts		\$23,843	\$4,480	\$40,000	\$40,000
E-10.4	Tree Program		\$7,711	\$3,800	\$3,800	\$3,800
E-10.5						
<b>E-11</b>	<b>Contractual Arrangements (List)</b>					
E-11.1	Pass Through Projects		\$37,317	\$260,619	\$536,200	\$536,200
E-11.2	Provider Pals		\$5,242	\$0	\$0	
E-11.3	Garage Lease		\$36,600	\$36,600	\$33,000	\$33,000
E-11.4						
E-11.5						
<b>E-12</b>	<b>Other operations (Specify)</b>					
E-12.1	Utilities		\$2,018	\$1,708	\$1,500	\$1,500
E-12.2	Repairs & Maintenance		\$8,040	\$9,887	\$12,920	\$12,920
E-12.3	Local Workshops		\$6,150	\$1,000	\$1,000	\$1,000
E-12.4	Uniforms, Mrkting & Prorr		\$4,697	\$221	\$0	
E-12.5						
<b>E-13</b>	<b>TOTAL OPERATIONS</b>		<b>\$577,068</b>	<b>\$690,668</b>	<b>\$1,037,222</b>	<b>\$1,037,222</b>

# Proposed Budget

## INDIRECT COSTS BUDGET

			2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
<b>E-14</b>	<b>Insurance</b>					
E-14.1	Liability		\$5,163	\$3,448	\$4,000	\$4,000
E-14.2	Buildings and vehicles		\$2,836	\$2,400	\$2,400	\$2,400
E-14.3	Equipment		\$645	\$650	\$650	\$650
E-14.4	Other (Specify)					
E-14.5	Crime		\$100	\$50	\$50	\$50
E-14.6	Blanket Bond		\$314	\$325	\$325	\$325
E-14.7						
<b>E-15</b>	<b>Indirect payroll costs:</b>					
E-15.1	FICA (Social Security) taxes		\$32,836	\$28,000	\$33,160	\$33,160
E-15.2	Workers Compensation		\$6,823	\$10,726	\$17,599	\$17,599
E-15.3	Unemployment Taxes		\$686	\$1,112	\$1,738	\$1,738
E-15.4	Retirement		\$66,087	\$65,164	\$63,390	\$63,390
E-15.5	Health Insurance		\$64,944	\$64,956	\$47,160	\$47,160
E-15.6	Other (Specify)					
E-15.7	Life Insurance		\$323	\$304	\$246	\$246
E-15.8	Health Savings Contribut		\$6,626	\$6,000	\$6,000	\$6,000
E-15.9						
<b>E-16</b>	<b>Depreciation Expenses</b>					
<b>E-17</b>	<b>TOTAL INDIRECT COSTS</b>		<b>\$187,383</b>	<b>\$183,135</b>	<b>\$176,718</b>	<b>\$176,718</b>

## DEBT SERVICE BUDGET

			2015-2016 Actual	2016-2017 Estimated	2017-2018 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

5

FYE 6/30/2018

NAME OF DISTRICT/BOARD \_\_\_\_\_

## GENERAL FUNDS

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
<b>C-1</b>	<b>Balances at Beginning of Fiscal Year</b>				
C-1.1	General Fund Checking Account Balance	\$192,097	\$127,528	\$173,787	\$173,787
C-1.2	Savings and Investments Account Balance	\$139,086	\$253,804	\$163,804	\$163,804
C-1.3	General Fund CD Balance				
C-1.4	All Other Funds				
C-1.5	Reserves (From Below)	\$545,619	\$545,619	\$545,619	\$545,619
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>	<b>\$876,802</b>	<b>\$926,951</b>	<b>\$883,210</b>	<b>\$883,210</b>
<b>C-2</b>	<b>General Fund Reductions:</b>				
C-2.1	a. Unpaid bills at FYE	\$182	\$10,000	\$10,000	\$10,000
C-2.2	b. Reserves	\$545,619	\$545,619	\$545,619	\$545,619
C-2.3	<b>Total Deductions (a+b)</b>	<b>\$545,801</b>	<b>\$555,619</b>	<b>\$555,619</b>	<b>\$555,619</b>
C-2.4	<b>Estimated Non-Restricted Funds Available</b>	<b>\$331,001</b>	<b>\$371,332</b>	<b>\$327,591</b>	<b>\$327,591</b>

## DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
<b>C-3</b>					
C-3.1	Beginning Balance in Reserve Account (end of previous year)	\$238,611	\$238,611	\$238,611	\$238,611
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	<b>SUB-TOTAL</b>	<b>\$238,611</b>	<b>\$238,611</b>	<b>\$238,611</b>	<b>\$238,611</b>
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	<b>TOTAL CAPITAL OUTLAY (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-3.12	Balance to be retained in Depreciation Reserve Account	\$238,611	\$238,611	\$238,611	\$238,611

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

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
<b>C-4</b>					
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$68,219	\$68,219	\$68,219	\$68,219
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	<b>SUB-TOTAL</b>	<b>\$68,219</b>	<b>\$68,219</b>	<b>\$68,219</b>	<b>\$68,219</b>
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	<b>TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-4.12	Balance to be retained in Other Reserve Account	\$68,219	\$68,219	\$68,219	\$68,219

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

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
<b>C-5</b>					
C-5.1	Beginning Balance in Reserve Account (end of previous year)	\$238,789	\$238,789	\$238,789	\$238,789
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	<b>SUB-TOTAL</b>	<b>\$238,789</b>	<b>\$238,789</b>	<b>\$238,789</b>	<b>\$238,789</b>
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	\$238,789	\$238,789	\$238,789	\$238,789
C-5.9	<b>TOTAL TO BE SPENT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>