

Proposed Budget

SUBLETTE COUNTY WEED AND PEST DISTRICT	
Budget Hearing Information	
PO BOX 729	Location: PINEDALE WEED AND PEST OFFICE
PINEDALE, WY 82941	Date: 7/13/2017
307-367-4728	Time: 12:00 PM
Sublette County	Budget Prepared by: Andy Currah

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

Sublette County Weed and Pest is a Special District of the State of Wyoming established under W.S. 11-5-101 to 119. By Statute, Sublette County Weed and Pest is authorized to spend up to 1 mill of levied tax for general weed and pest control activities. Also under W.S. 11-5-301 through 303 and W.S. 11-5-401, any District may carry out a weed and pest special management program and may levy an additional mill for the management of Leafy spurge and one other weed or pest. The District has not elected to establish a special management program at this time.

The 2017/2018 FY budget for Sublette County Weed and Pest assumes that one mill will raise \$1,813,904.00. Our operating budget will be \$1,634,035.20. We have \$808,518.84 cash on hand which makes the total tax requirement from the District \$825,516.36. This calculates to be .45 of the 1 mill. This is a slight tax requirement increase over last year due to increased grant monies acquired by the District, however, it is substantially less than the 1 mill currently allowed to us and the potential 2 mill available if we pursued a special management program. This level of funding will allow for the normal operations of the District and provide us adequate funding to efficiently manage our various programs. New to our budget form this year we are designating reserve amounts: Depreciation, Operating, and Cash reserves.

The District has had a changeover in bookkeeping personnel resulting in better record keeping and budget oversight. This has resulted in differences in our budget forms from the last few years. For example, moving forward, we feel this report contains an accurate representation of our operating budget. The District has encountered some discrepancies in how our reserve amounts have been reported. In past years, our reserve was entered into the form twice, doubling the estimated amount of cash and investments on hand. Some notable difference in our budget form this year include:

- We are down to 4 full time staff and have taken out our deferred compensation out of administration and moved it to Fixed Charges E 15.9.
- Board expenses are now separated, and moved to board mileage and audit E 15.9.
- Registration is our dues E 5.4, these dues had previously been lumped in with travel.
- Field wages E 7.1 has increased because we have large increase in projects.
- We have added a few new categories, GIS/mapping and Spray Equipment to the operations budget, to help us better track our budget.
- The chemical budget E 10.2 has also increased because of an increase in projects.
- Cheatgrass projects E 11.1 has been added to represent all cheatgrass project funding.
- The telephone has been combined into utilities E 12.3.
- We have increased our depreciation reserve to \$250,000.
- Cash reserve and Operating reserve are combined in C 5.3

Names of Board Members	Date of End of Term
Doug Vickrey	1/1/19
Pam Chrisman	1/1/19
Jake Greenwood	1/1/21
Chad Hayward	1/1/21
Suzy Michnevich	1/1/21

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

If Yes, enter

Address of office: 12 South Bench Road

City, State, Zip: Pinedale, WY 82941

Phone Number: 307-367-4728

Hours Open: 8 a.m. - 4 p.m.

Where are the minutes of your board meeting available for public review?
At SCWP office

How and where are the notices of meeting posted for the public?
Meetings published in designated newspaper in public notice section of the paper

Where are the public meetings held?
SCWP Office

PROPOSED BUDGET SUMMARY

OVERVIEW		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$1,297,214	\$1,476,862	\$2,328,466	\$2,328,466
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	\$0	\$1,362,922	\$1,362,922
S-4	Total General Fund and Forecasted Revenues Available	\$1,251,119	\$1,280,344	\$6,789,400	\$6,789,400
S-5	<i>Amount requested from County Commissioners</i>	\$797,797	\$786,309	\$825,516	\$825,516
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-7	Operating Revenues	\$441,093	\$480,235	\$550,000	\$550,000
S-8	Tax levy (From the County Treasurer)	\$797,797	\$786,309	\$825,516	\$825,516
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$0	\$0	\$45,000	\$45,000
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$12,229	\$13,800	\$13,800	\$13,800
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$1,251,119	\$1,280,344	\$1,434,316	\$1,434,316
------	----------------------	-------------	-------------	-------------	-------------

FY 7/1/17-6/30/18 SUBLETTE COUNTY WEED AND PEST DISTRICT

EXPENDITURE SUMMARY		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-15	Capital Outlay	\$81,430	\$61,622	\$70,000	\$70,000
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$350,963	\$316,635	\$295,235	\$295,235
S-18	Operations	\$656,142	\$916,241	\$1,749,431	\$1,749,431
S-19	Indirect Costs	\$208,678	\$182,365	\$213,800	\$213,800
S-20	Total Expenditures	\$1,297,214	\$1,476,862	\$2,328,466	\$2,328,466

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

CASH AND INVESTMENTS		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$0	\$0	\$5,355,084	\$5,355,084
Summary of Reserve Funds					
S-23	Beginning Balance in Reserve Accounts				
S-24	a. Depreciation Reserve	\$230,000	\$230,000	\$230,000	\$230,000
S-25	b. Other Reserve	\$0	\$0	\$0	\$0
S-26	c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$230,000	\$230,000	\$230,000	\$230,000
S-27	Amount to be added				
S-28	a. Depreciation Reserve	\$0	\$0	\$20,000	\$20,000
S-29	b. Other Reserve	\$0	\$0	\$0	\$0
S-30	c. Emergency Reserve (Cash)	\$0	\$0	\$1,342,922	\$1,342,922
	Total to be added (a+b+c)	\$0	\$0	\$1,362,922	\$1,362,922
S-31	Subtotal	\$230,000	\$230,000	\$1,592,922	\$1,592,922
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$230,000	\$230,000	\$1,592,922	\$1,592,922

End of Summary

Date adopted by Special District _____

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

DISTRICT ADDRESS: PO BOX 729
PINEDALE, WY 82941

PREPARED BY: Andy Currah

DISTRICT PHONE: 307-367-4728

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

Proposed Budget

SUBLETTE COUNTY WEED AND PEST DISTRICT
 NAME OF DISTRICT/BOARD

FYE 6/30/2018

PROPERTY TAXES AND ASSESSMENTS

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
R-1	Property Taxes and Assessments Received				
R-1.1	Tax Levy (From the County Treasurer)	\$797,797	\$786,309	\$825,516	\$825,516
R-1.2	Other County Support				

FORECASTED REVENUE

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
R-2	Revenues from Other Governments				
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	Total Government Support	\$0	\$0	\$0	\$0
R-3	Operating Revenues				
R-3.1	Customer Charges				
R-3.2	Sales of Goods or Services	\$441,093	\$480,235	\$550,000	\$550,000
R-3.3	Other Assessments				
R-3.4	Total Operating Revenues	\$441,093	\$480,235	\$550,000	\$550,000
R-4	Grants				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies			\$45,000	\$45,000
R-4.4	Total Grants	\$0	\$0	\$45,000	\$45,000
R-5	Miscellaneous Revenue				
R-5.1	Interest	\$12,229	\$13,800	\$13,800	\$13,800
R-5.2	Other: Specify				
R-5.3	Other: Additional				
R-5.4	Total Miscellaneous	\$12,229	\$13,800	\$13,800	\$13,800
R-5.5	Total Forecasted Revenue	\$453,322	\$494,035	\$608,800	\$608,800
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 WEED AND PEST DISTRICT
 NAME OF DISTRICT/BOARD

FYE 6/30/2018

CAPITAL OUTLAY BUDGET

		2015-2016 Actual	2016-2017 Estimated	2017-2018 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	Equipment/Land	\$81,430	\$61,622	\$70,000	\$70,000
E-1.6					
E-1.7					
E-1.8	TOTAL CAPITAL OUTLAY	\$81,430	\$61,622	\$70,000	\$70,000

ADMINISTRATION BUDGET

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
E-2	Personnel Services				
E-2.1	Administrator	\$304,831	\$260,000	\$241,735	\$241,735
E-2.2	Secretary				
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				
E-3.2	Mileage			\$2,500	\$2,500
E-3.3	Other (Specify)				
E-3.4	Board/Audit *	\$12,606	\$22,940	\$0	
E-3.5					
E-3.6					
E-4	Contractual Services				
E-4.1	Legal	\$0	\$0		
E-4.2	Accounting/Auditing			\$12,000	\$12,000
E-4.3	Other (Specify)				
E-4.4					
E-4.5					
E-4.6					
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$8,862	\$7,000	\$7,000	\$7,000
E-5.2	Office equipment, rent & repair				
E-5.3	Education	\$21,944	\$24,000	\$28,000	\$28,000
E-5.4	Registrations	\$2,720	\$2,695	\$4,000	\$4,000
E-5.5	Other (Specify)				
E-5.6					
E-5.7					
E-5.8					
E-6	TOTAL ADMINISTRATION	\$350,963	\$316,635	\$295,235	\$295,235

Proposed Budget

SUBLETTE COUNTY WEED AND PEST DISTRICT

FYE 6/30/2018

OPERATIONS BUDGET

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
E-7	Personnel Services				
E-7.1	Wages--Operations	\$334,975	\$322,389	\$550,000	\$550,000
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	Travel	\$25,000	\$11,601	\$17,000	\$17,000
E-8.4	_____				
E-8.5	_____				
E-9	Operating supplies (List)				
E-9.1	Shop Supplies	\$12,426	\$12,510	\$12,000	\$12,000
E-9.2	Repairs	\$11,844	\$8,985	\$12,000	\$12,000
E-9.3	GIS/Mapping	\$0	\$0	\$3,000	\$3,000
E-9.4	Spray Equipment	\$0	\$0	\$5,000	\$5,000
E-9.5	_____				
E-10	Program Services (List)				
E-10.1	Biocontrol	\$48,760	\$44,999	\$45,000	\$45,000
E-10.2	Chemical	\$134,321	\$120,000	\$230,000	\$230,000
E-10.3	Cost Share Labor	\$5,573	\$2,500	\$75,000	\$75,000
E-10.4	Special Projects	\$17,868	\$15,000	\$38,000	\$38,000
E-10.5	_____				
E-11	Contractual Arrangements (List)				
E-11.1	Cheatgrass projects	\$0	\$247,380	\$519,000	\$519,000
E-11.2	Game & Fish	\$3,500	\$2,178	\$4,793	\$4,793
E-11.3	WYDOT Noxious	\$15,089	\$18,164	\$19,780	\$19,780
E-11.4	WYDOT Local	\$15,964	\$15,964	\$15,964	\$15,964
E-11.5	see additional details		\$61,328	\$161,894	\$161,894
E-12	Other operations (Specify)				
E-12.1	Postage	\$1,121	\$542	\$1,000	\$1,000
E-12.2	Telephone	\$8,645	\$8,700	\$0	
E-12.3	Utilities/Telephone	\$5,449	\$8,500	\$20,000	\$20,000
E-12.4	Fuel	\$15,606	\$15,500	\$20,000	\$20,000
E-12.5	_____				
E-13	TOTAL OPERATIONS	\$656,142	\$916,241	\$1,749,431	\$1,749,431

Proposed Budget

SUBLETTE COUNTY WEED AND PEST DISTRICT

FYE 6/30/2018

INDIRECT COSTS BUDGET

			2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
E-14	Insurance					
E-14.1	Liability					
E-14.2	Buildings and vehicles					
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	Bond		\$250	\$300	\$300	\$300
E-14.6						
E-14.7						
E-15	Indirect payroll costs:					
E-15.1	FICA (Social Security) taxes		\$37,270	\$39,000	\$45,000	\$45,000
E-15.2	Workers Compensation		\$7,154	\$7,000	\$12,000	\$12,000
E-15.3	Unemployment Taxes		\$1,709	\$2,000	\$4,500	\$4,500
E-15.4	Retirement		\$41,193	\$38,000	\$40,000	\$40,000
E-15.5	Health Insurance		\$62,604	\$56,000	\$62,000	\$62,000
E-15.6	Other (Specify)					
E-15.7	Sales Tax		\$1,663	\$1,065	\$3,000	\$3,000
E-15.8	Health Reserve Acct		\$19,520	\$12,000	\$20,000	\$20,000
E-15.9	see additional details		\$37,315	\$27,000	\$27,000	\$27,000
E-16	Depreciation Expenses					
E-17	TOTAL INDIRECT COSTS		\$208,678	\$182,365	\$213,800	\$213,800

DEBT SERVICE BUDGET

			2015-2016 Actual	2016-2017 Estimated	2017-2018 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 WEED AND PEST DISTRICT
NAME OF DISTRICT/BOARD

FYE 6/30/2018

GENERAL FUNDS

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking Account Balance			\$491,715	\$491,715
C-1.2	Savings and Investments Account Balance			\$1,592,390	\$1,592,390
C-1.3	General Fund CD Balance			\$3,270,859	\$3,270,859
C-1.4	All Other Funds			\$120	\$120
C-1.5	Reserves (From Below)	\$230,000	\$230,000	\$1,592,922	\$1,592,922
C-1.6	Total Estimated Cash and Investments on Hand	\$230,000	\$230,000	\$6,948,006	\$6,948,006

C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$230,000	\$230,000	\$1,592,922	\$1,592,922
C-2.3	Total Deductions (a+b)	\$230,000	\$230,000	\$1,592,922	\$1,592,922
C-2.4	Estimated Non-Restricted Funds Available	\$0	\$0	\$5,355,084	\$5,355,084

DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
C-3					
C-3.1	Beginning Balance in Reserve Account (end of previous year)	\$230,000	\$230,000	\$230,000	\$230,000
C-3.2	<i>Date of Reserve Approval in Minutes:</i>				
C-3.3	Amount to be added to the reserve			\$20,000	\$20,000
C-3.4	<i>Date of Reserve Approval in Minutes:</i> 5/10/2017				
C-3.5	SUB-TOTAL	\$230,000	\$230,000	\$250,000	\$250,000
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	\$230,000	\$230,000	\$250,000	\$250,000

OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
C-4					
C-4.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
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	Identify the amount and project to be spent from "Other I				
C-4.7	a. _____			\$0	
C-4.8	b. _____			\$0	
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)

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
C-5					
C-5.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-5.2	<i>Date of Reserve Approval in Minutes:</i>				
C-5.3	Amount to be added to the reserve			\$1,342,922	\$1,342,922
C-5.4	<i>Date of Reserve Approval in Minutes:</i> 5/10/2017				
C-5.5	SUB-TOTAL	\$0	\$0	\$1,342,922	\$1,342,922
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	\$1,342,922	\$1,342,922
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0