

Proposed Budget

Sublette County Weed and Pest District	
Budget Hearing Information	
Po Box 729 or 12 South Bench Rd	Location: Sublette County Weed and Pest District Office
Pinedale, WY, 82941	Date: 7/10/2018
307-367-4728	Time: noon
Sublette	Budget Prepared by: Julie Kraft

S-A	BUDGET MESSAGE	W.S. 16-4-104(d)
<p>The board expense category has increased due to input board decretionary bonus and addition board expenses.</p> <p>In 2017 we reduced the office supply category too much and now need to increases it, plus we have added credit card service fees to this category.</p> <p>SCWP approved a reserve policy.</p> <p>All projected contracts and grant are in the field wages category, as they are reimbursed to the District as soft money. FY17 these contracts and grants were accounted for both in E11 and in E7.1. FY18 we are only accounting for contracts and grants in E7.1</p> <p>We renewed our CD's (reserve) to a much higher rate of interest. This makes a significant change in our annual interest earned.</p> <p>September 1 2017, the SCWP changed Supervisor's from Andy Currah to Julie Kraft. As the new Supervisor we are still discovering past issues as result from the terminated book keeper. There is a significant jump in the proposed budget for operating Revenues.</p>		

S-B	RESERVE DESCRIPTION
<p>Sublette County Weed and Pest Control District Reserve Policy Statement of Reserve Policy</p> <p>The purpose of this Policy is to help ensure the long-term financial stability of the Sublette County Weed and Pest Control District and position it to respond to varying economic conditions, changes affecting the District's ability to carry out its mission, programs, employment and</p>	

S-C		Does the district have regular office hours exceeding 20 hours per week?
	Date of End of Term	<input checked="" type="checkbox"/> Yes
Names of Board Members		
Doug Vickrey	1/1/19	
Jake Greenwood	1/1/21	
Pam Chrisman	1/1/19	
Chad Hayward	1/1/21	
Suzy Michnevich	1/1/21	

If Yes, enter	Address of office: 12 South Bench Rd
City, State, Zip:	Pinedale, WY, 82941
Phone Number:	307-367-4728
Hours Open:	8 am - 4 pm

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

Sublette County Weed and Pest office at 12 South Bench Rd Pinedale, WY 82941 M-F 8-4 pm

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

At sublettecountyweed.com and in the Sublette Examiner

Where are the public meetings held?

Sublette County Weed and Pest at 12 South Bench Rd Pinedale WY 82941

PROPOSED BUDGET SUMMARY

OVERVIEW		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$1,271,894	\$1,808,605	\$2,005,700	\$2,005,700
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 Available	\$3,034,668	\$3,031,362	\$3,779,100	\$3,779,100
S-5	<i>Amount requested from County Commissioners</i>	\$796,167	\$663,828	\$1,097,338	\$1,097,338
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-7	Operating Revenues	\$418,534	\$550,000	\$900,000	\$900,000
S-8	Tax levy (From the County Treasurer)	\$796,167	\$663,828	\$1,097,338	\$1,097,338
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$0	\$0	\$0	\$0
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$16,233	\$13,800	\$71,560	\$71,560
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0
S-14	Total Revenue	\$1,230,934	\$1,227,628	\$2,068,898	\$2,068,898

Sublette County Weed and Pest District
FY 7/1/18-6/30/19

EXPENDITURE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-15	Capital Outlay	\$64,047	\$70,000	\$100,000	\$100,000
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$401,658	\$294,235	\$315,000	\$315,000
S-18	Operations	\$621,234	\$1,178,000	\$1,278,000	\$1,278,000
S-19	Indirect Costs	\$184,955	\$266,370	\$312,700	\$312,700
S-20	Total Expenditures	\$1,271,894	\$1,808,605	\$2,005,700	\$2,005,700

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	\$1,803,734	\$1,803,734	\$1,710,202	\$1,710,202
Summary of Reserve Funds					
S-23	Beginning Balance in Reserve Accounts				
S-24	a. Depreciation Reserve	\$0	\$0	\$0	\$0
S-25	b. Other Reserve	\$3,288,000	\$3,288,000	\$3,288,000	\$3,288,000
S-26	c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$3,288,000	\$3,288,000	\$3,288,000	\$3,288,000
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	\$3,288,000	\$3,288,000	\$3,288,000	\$3,288,000
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$3,288,000	\$3,288,000	\$3,288,000	\$3,288,000

End of Summary

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

Date adopted by Special District _____

DISTRICT ADDRESS: Po Box 729 or 12 South Bench Rd
Pinedale, WY, 82941

PREPARED BY: Julie Kraft

DISTRICT PHONE: 307-367-4728

Proposed Budget

Sublette County Weed and Pest District

FYE 6/30/2019

NAME OF DISTRICT/BOARD

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)	\$796,167	\$663,828	\$1,097,338	\$1,097,338
R-1.2	Other County Support				

FORECASTED REVENUE

		2016-2017 Actual	2017-2018 Estimated	2018-2019 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	\$418,534	\$550,000	\$900,000	\$900,000
R-3.3	Other Assessments				
R-3.4	Total Operating Revenues	\$418,534	\$550,000	\$900,000	\$900,000
R-4	Grants				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies				
R-4.4	Total Grants	\$0	\$0	\$0	\$0
R-5	Miscellaneous Revenue				
R-5.1	Interest	\$16,233	\$13,800	\$71,560	\$71,560
R-5.2	Other: Specify				
R-5.3	Other: Additional				
R-5.4	Total Miscellaneous	\$16,233	\$13,800	\$71,560	\$71,560
R-5.5	Total Forecasted Revenue	\$434,767	\$563,800	\$971,560	\$971,560
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

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				
E-1.2	Vehicles	\$64,047	\$70,000	\$100,000	\$100,000
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	\$64,047	\$70,000	\$100,000	\$100,000

ADMINISTRATION BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
E-2	Personnel Services				
E-2.1	Administrator	\$351,577	\$241,735	\$250,000	\$250,000
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	\$3,233	\$2,500	\$9,000	\$9,000
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4	_____				
E-3.5	_____				
E-3.6	_____				
E-4	Contractual Services				
E-4.1	Legal				
E-4.2	Accounting/Auditing	\$8,600	\$12,000	\$14,000	\$14,000
E-4.3	Other (Specify)				
E-4.4	_____				
E-4.5	_____				
E-4.6	_____				
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$10,772	\$6,000	\$10,000	\$10,000
E-5.2	Office equipment, rent & repair				
E-5.3	Education	\$24,781	\$28,000	\$28,000	\$28,000
E-5.4	Registrations	\$2,695	\$4,000	\$4,000	\$4,000
E-5.5	Other (Specify)				
E-5.6	_____				
E-5.7	_____				
E-5.8	_____				
E-6	TOTAL ADMINISTRATION	\$401,658	\$294,235	\$315,000	\$315,000

Proposed Budget

Sublette County Weed and Pest 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	\$379,403	\$662,000	\$750,000	\$750,000
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	\$11,601	\$17,000	\$17,000	\$17,000
E-8.2	Other (Specify)				
E-8.3	_____				
E-8.4	_____				
E-8.5	_____				
E-9	Operating supplies (List)				
E-9.1	Shop Supplies	\$17,923	\$12,000	\$12,000	\$12,000
E-9.2	Repairs	\$15,592	\$12,000	\$12,000	\$12,000
E-9.3	GIS/mapping	\$0	\$3,000	\$3,000	\$3,000
E-9.4	Spray equipment	\$0	\$5,000	\$5,000	\$5,000
E-9.5	_____				
E-10	Program Services (List)				
E-10.1	Biocontrol	\$44,999	\$45,000	\$45,000	\$45,000
E-10.2	Chemical	\$103,120	\$268,000	\$280,000	\$280,000
E-10.3	Costshare labor	\$1,260	\$75,000	\$75,000	\$75,000
E-10.4	Special projects	\$15,423	\$38,000	\$38,000	\$38,000
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	Postage	\$827	\$1,000	\$1,000	\$1,000
E-12.2	Utilities/Telephone	\$16,742	\$20,000	\$20,000	\$20,000
E-12.3	Fuel	\$14,344	\$20,000	\$20,000	\$20,000
E-12.4	_____				
E-12.5	_____				
E-13	TOTAL OPERATIONS	\$621,234	\$1,178,000	\$1,278,000	\$1,278,000

Proposed Budget

INDIRECT COSTS BUDGET

			2016-2017 Actual	2017-2018 Estimated	2018-2019 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	<u>Bond</u>		\$280	\$300	\$300	\$300
E-14.6						
E-14.7						
E-15	Indirect payroll costs:					
E-15.1	FICA (Social Security) taxes		\$40,263	\$50,000	\$50,000	\$50,000
E-15.2	Workers Compensation		\$7,781	\$12,000	\$12,000	\$12,000
E-15.3	Unemployment Taxes		\$1,072	\$4,500	\$4,500	\$4,500
E-15.4	Retirement		\$40,275	\$40,000	\$42,000	\$42,000
E-15.5	Health Insurance		\$57,390	\$62,000	\$104,000	\$104,000
E-15.6	Other (Specify)					
E-15.7	<u>Health Reserve Account</u>		\$9,829	\$19,570	\$20,400	\$20,400
E-15.8	<u>Sales tax</u>		\$1,065	\$3,000	\$3,000	\$3,000
E-15.9	see additional details		\$27,000	\$75,000	\$76,500	\$76,500
E-16	Depreciation Expenses					
E-17	TOTAL INDIRECT COSTS		\$184,955	\$266,370	\$312,700	\$312,700

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 Weed and Pest 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	\$210,017	\$210,017	\$146,505	\$146,505
C-1.2	Savings and Investments Account Balance	\$1,593,717	\$1,593,717	\$1,563,696	\$1,563,696
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$3,288,000	\$3,288,000	\$3,288,000	\$3,288,000
C-1.6	Total Estimated Cash and Investments on Hand	\$5,091,734	\$5,091,734	\$4,998,202	\$4,998,202
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$3,288,000	\$3,288,000	\$3,288,000	\$3,288,000
C-2.3	Total Deductions (a+b)	\$3,288,000	\$3,288,000	\$3,288,000	\$3,288,000
C-2.4	Estimated Non-Restricted Funds Available	\$1,803,734	\$1,803,734	\$1,710,202	\$1,710,202

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)		\$0	\$0	
C-3.1	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	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	Date of Reserve Approval in Minutes: _____				
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)

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
C-4	Beginning Balance in Reserve Account (end of previous year)		\$3,288,000	\$3,288,000	\$3,288,000
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$3,288,000	\$3,288,000	\$3,288,000	\$3,288,000
C-4.2	Date of Reserve Approval in Minutes: 3/5/2018				
C-4.3	Amount to be added to the reserve				
C-4.4	Date of Reserve Approval in Minutes: _____				
C-4.5	SUB-TOTAL	\$3,288,000	\$3,288,000	\$3,288,000	\$3,288,000
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	Date of Reserve Approval in Minutes: _____				
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	\$3,288,000	\$3,288,000	\$3,288,000	\$3,288,000

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)		\$0	\$0	
C-5.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-5.2	Date of Reserve Approval in Minutes: 3/5/2018				
C-5.3	Amount to be added to the reserve				
C-5.4	Date of Reserve Approval in Minutes: _____				
C-5.5	SUB-TOTAL	\$0	\$0	\$0	\$0
C-5.6	Amount to be spent from Emergency Reserve (Cash)				
C-5.7	Date of Reserve Approval in Minutes: _____				
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