

## Proposed Budget

Sublette County Weed and Pest District	
Budget Hearing Information	
PO Box 729	Location: Sublette CWP office 12 South Bench Rd
Pinedale, WY 82941	Date: 7/11/2019
307-367-4728	Time: Noon
Sublette County	Budget Prepared by: Julie Kraft

S-A	BUDGET MESSAGE	W.S. 16-4-104(d)
<p>The SCWP overall budget has increased due to an large increase in grants for 2019-2020. SCWP with our partners will have a busy summer completing weed treatments in local fires areas, many road contracts and treating cheatgrass. We also hired an additional full time employee which increases our fixed charges.</p>		

S-B	RESERVE DESCRIPTION
<p>SCWP has approved a reserve policy, to help ensure the longterm financial stability of the Sublette County Weed and Pest Control District and position our response to varying economic conditions. We plan to keep our reserve as monies available at the boards descretion but no specific use is tied to the funding. We currently have two cd's and funds invested in the Wyoming Government Investment Fund.</p>	

S-C

Names of Board Members	Date of End of Term
Chad Hayward	1/1/21
Pam Chrisman	1/1/22
Suzy Michnevich	1/1/21
Peter Guernsey	1/1/22
Jennifer Rees	1/1/22

<p><b>If Yes, enter</b></p> <p>Address of office: 12 South Bench Rd</p> <p>City, State, Zip: Pinedale, WY 82941</p> <p>Phone Number: 307-367-4728</p> <p>Hours Open: 8:00 am to 4:00 pm</p>	<p>Does the district have regular office hours exceeding 20 hours per week? <span style="border: 1px solid black; padding: 2px;">Yes</span></p>

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

In office 12 South Bench Rd

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

At sublettecountyweed.com and in the Sublette Examiner newspaper

Where are the public meetings held?

12 South Bench Rd

## PROPOSED BUDGET SUMMARY

OVERVIEW		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-1	<b>Total Budgeted Expenditures</b>	\$1,726,635	\$2,042,700	\$3,087,564	\$3,087,564
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>	\$3,324,331	\$3,140,598	\$3,789,431	\$3,789,431
S-5	<i>Amount requested from County Commissioners</i>	\$650,456	\$0	\$0	\$0
S-6	<b>Additional Funding Needed :</b>			<b>\$0</b>	<b>\$0</b>

REVENUE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-7	<b>Operating Revenues</b>	\$404,549	\$406,865	\$410,000	\$410,000
S-8	<b>Tax levy (From the County Treasurer)</b>	\$650,456	\$0	\$0	\$0
S-9	<b>Government Support</b>	\$302,600	\$474,233	\$919,764	\$919,764
S-10	<b>Grants</b>	\$124,004	\$375,750	\$615,711	\$615,711
S-11	<b>Other County Support (Not from Co. Treas.)</b>	\$0	\$0	\$0	\$0
S-12	<b>Miscellaneous</b>	\$28,092	\$69,120	\$109,227	\$109,227
S-13	<b>Other Forecasted Revenue</b>	\$0	\$0	\$0	\$0
S-14	<b>Total Revenue</b>	\$1,509,701	\$1,325,968	\$2,054,702	\$2,054,702

Sublette County Weed and Pest District  
FY 7/1/19-6/30/20

EXPENDITURE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-15	<b>Capital Outlay</b>	\$87,400	\$100,000	\$100,000	\$100,000
S-16	<b>Interest and Fees On Debt</b>	\$0	\$0	\$0	\$0
S-17	<b>Administration</b>	\$278,400	\$322,000	\$382,664	\$382,664
S-18	<b>Operations</b>	\$1,162,359	\$1,308,000	\$2,248,000	\$2,248,000
S-19	<b>Indirect Costs</b>	\$198,476	\$312,700	\$356,900	\$356,900
S-20R	<b>Expenditures paid by Reserves</b>	\$0	\$0	\$0	\$0
S-20	<b>Total Expenditures</b>	\$1,726,635	\$2,042,700	\$3,087,564	\$3,087,564

DEBT SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-21	<b>Principal Paid on Debt</b>	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$1,814,630	\$1,814,630	\$1,734,729	\$1,734,729

**Summary of Reserve Funds**

S-23	<b>Beginning Balance in Reserve Accounts</b>				
S-24	a. Depreciation Reserve	\$0	\$0	\$0	\$0
S-25	b. Other Reserve	\$3,305,673	\$3,305,673	\$3,305,673	\$3,305,673
S-26	c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	<b>Total Reserves (a+b+c)</b>	<b>\$3,305,673</b>	<b>\$3,305,673</b>	<b>\$3,305,673</b>	<b>\$3,305,673</b>
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>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
S-31	<b>Subtotal</b>	\$3,305,673	\$3,305,673	\$3,305,673	\$3,305,673
S-32	<b>Less Total to be spent</b>	\$0	\$0	\$0	\$0
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	<b>\$3,305,673</b>	<b>\$3,305,673</b>	<b>\$3,305,673</b>	<b>\$3,305,673</b>

*End of Summary*

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

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

**DISTRICT ADDRESS:** PO Box 729  
Pinedale, WY 82941

**PREPARED BY:** Julie Kraft

**DISTRICT PHONE:** 307-367-4728



# Proposed Budget

Sublette County Weed and Pest District

FYE 6/30/2020

**NAME OF DISTRICT/BOARD**

<b>PROPERTY TAXES AND ASSESSMENTS</b>
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		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
R-1	<b>Property Taxes and Assessments Received</b>				
R-1.1	<b>Tax Levy (From the County Treasurer)</b>	\$650,456			
R-1.2	Other County Support				

<b>FORECASTED REVENUE</b>
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		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
R-2	<b>Revenues from Other Governments</b>				
R-2.1	State Aid	\$257,739	\$438,557	\$679,764	\$679,764
R-2.2	Additional County Aid (non-treasurer)				
R-2.3	City (or Town) Aid				
R-2.4	Other (Specify) <u>SCCD, JIO</u>	\$44,861	\$35,676	\$240,000	\$240,000
R-2.5	<b>Total Government Support</b>	\$302,600	\$474,233	\$919,764	\$919,764
R-3	<b>Operating Revenues</b>				
R-3.1	Customer Charges				
R-3.2	Sales of Goods or Services	\$404,549	\$406,865	\$410,000	\$410,000
R-3.3	Other Assessments				
R-3.4	<b>Total Operating Revenues</b>	\$404,549	\$406,865	\$410,000	\$410,000
R-4	<b>Grants</b>				
R-4.1	Direct Federal Grants	\$11,572	\$297,193	\$571,511	\$571,511
R-4.2	Federal Grants thru State Agencies	\$112,432	\$78,557	\$44,200	\$44,200
R-4.3	Grants from State Agencies				
R-4.4	<b>Total Grants</b>	\$124,004	\$375,750	\$615,711	\$615,711
R-5	<b>Miscellaneous Revenue</b>				
R-5.1	Interest	\$27,353	\$65,690	\$105,627	\$105,627
R-5.2	Other: Specify <u>restitution</u>	\$739	\$3,430	\$3,600	\$3,600
R-5.3	Other: Additional				
R-5.4	<b>Total Miscellaneous</b>	\$28,092	\$69,120	\$109,227	\$109,227
R-5.5	<b>Total Forecasted Revenue</b>	\$859,245	\$1,325,968	\$2,054,702	\$2,054,702
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

Sublette County Weed and Pest District

FYE 6/30/2020

**NAME OF DISTRICT/BOARD**

## CAPITAL OUTLAY BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
<b>E-1</b>	<b>Capital Outlay</b>				
E-1.1	Real Property				
E-1.2	Vehicles	\$87,400	\$100,000	\$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	<b>TOTAL CAPITAL OUTLAY</b>	\$87,400	\$100,000	\$100,000	\$100,000

## ADMINISTRATION BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
<b>E-2</b>	<b>Personnel Services</b>				
E-2.1	Administrator	\$230,315	\$250,000	\$73,878	\$73,878
E-2.2	Secretary			\$61,099	\$61,099
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5	Assistant Supervisor			\$63,687	\$63,687
E-2.6	Program Manager L			\$55,000	\$55,000
E-2.7	see additional details			\$55,000	\$55,000
<b>E-3</b>	<b>Board Expenses</b>				
E-3.1	Travel	\$2,020	\$9,000	\$9,000	\$9,000
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4	_____				
E-3.5	_____				
E-3.6	_____				
<b>E-4</b>	<b>Contractual Services</b>				
E-4.1	Legal				
E-4.2	Accounting/Auditing	\$8,850	\$14,000	\$14,000	\$14,000
E-4.3	Other (Specify)				
E-4.4	_____				
E-4.5	_____				
E-4.6	_____				
<b>E-5</b>	<b>Other Administrative Expenses</b>				
E-5.1	Office Supplies	\$10,227	\$10,000	\$12,000	\$12,000
E-5.2	Office equipment, rent & repair				
E-5.3	Education	\$23,838	\$35,000	\$35,000	\$35,000
E-5.4	Registrations	\$3,150	\$4,000	\$4,000	\$4,000
E-5.5	Other (Specify)				
E-5.6	_____				
E-5.7	_____				
E-5.8	_____				
<b>E-6</b>	<b>TOTAL ADMINISTRATION</b>	\$278,400	\$322,000	\$382,664	\$382,664

# Proposed Budget

Sublette County Weed and Pest District

FYE 6/30/2020

<b>OPERATIONS BUDGET</b>			
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			2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
<b>E-7</b>	<b>Personnel Services</b>					
E-7.1	Wages--Operations		\$756,486	\$780,000	\$1,325,000	\$1,325,000
E-7.2	Service Contracts					
E-7.3	Other (Specify)					
E-7.4	_____					
E-7.5	_____					
E-7.6						
<b>E-8</b>	<b>Travel</b>					
E-8.1	Mileage		\$7,229	\$17,000	\$17,000	\$17,000
E-8.2	Other (Specify)					
E-8.3	_____					
E-8.4	_____					
E-8.5						
<b>E-9</b>	<b>Operating supplies (List)</b>					
E-9.1	Shop Supplies		\$9,234	\$12,000	\$12,000	\$12,000
E-9.2	Repairs		\$7,227	\$12,000	\$12,000	\$12,000
E-9.3	GIS/mapping		\$2,977	\$3,000	\$3,000	\$3,000
E-9.4	Spray Equipment		\$4,556	\$5,000	\$5,000	\$5,000
E-9.5						
<b>E-10</b>	<b>Program Services (List)</b>					
E-10.1	Biocontrol		\$44,965	\$45,000	\$45,000	\$45,000
E-10.2	Chemical		\$269,628	\$280,000	\$675,000	\$675,000
E-10.3	Costshare Labor		\$2,279	\$75,000	\$75,000	\$75,000
E-10.4	Special projects		\$27,726	\$38,000	\$38,000	\$38,000
E-10.5						
<b>E-11</b>	<b>Contractual Arrangements (List)</b>					
E-11.1	_____					
E-11.2	_____					
E-11.3	_____					
E-11.4	_____					
E-11.5						
<b>E-12</b>	<b>Other operations (Specify)</b>					
E-12.1	Postage		\$856	\$1,000	\$1,000	\$1,000
E-12.2	Utilities		\$17,568	\$20,000	\$20,000	\$20,000
E-12.3	Fuel		\$11,628	\$20,000	\$20,000	\$20,000
E-12.4	_____					
E-12.5						
<b>E-13</b>	<b>TOTAL OPERATIONS</b>		<b>\$1,162,359</b>	<b>\$1,308,000</b>	<b>\$2,248,000</b>	<b>\$2,248,000</b>

# Proposed Budget

## INDIRECT COSTS BUDGET

			2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
<b>E-14</b>	<b>Insurance</b>					
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>		\$20	\$300	\$300	\$300
E-14.6						
E-14.7						
<b>E-15</b>	<b>Indirect payroll costs:</b>					
E-15.1	FICA (Social Security) taxes		\$33,165	\$50,000	\$55,000	\$55,000
E-15.2	Workers Compensation		\$7,202	\$12,000	\$15,000	\$15,000
E-15.3	Unemployment Taxes		\$953	\$4,500	\$5,000	\$5,000
E-15.4	Retirement		\$34,540	\$42,000	\$55,000	\$55,000
E-15.5	Health Insurance		\$57,029	\$104,000	\$104,000	\$104,000
E-15.6	Other (Specify)					
E-15.7	<u>Health Reserve Account</u>		\$430	\$20,400	\$25,600	\$25,600
E-15.8	<u>Sales Tax</u>		\$537	\$3,000	\$3,000	\$3,000
E-15.9	see additional details		\$64,600	\$76,500	\$94,000	\$94,000
<b>E-17</b>	<b>TOTAL INDIRECT COSTS</b>		\$198,476	\$312,700	\$356,900	\$356,900

## DEBT SERVICE BUDGET

			2017-2018 Actual	2018-2019 Estimated	2019-2020 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>		\$0	\$0	\$0	\$0

# Proposed Budget

Sublette County Weed and Pest District

FYE 6/30/2020

NAME OF DISTRICT/BOARD

## GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2017-2018	2018-2019	2019-2020	Pending
		Actual	Estimated	Proposed	Approval
<b>C-1</b>	<b>Balances at Beginning of Fiscal Year</b>				
C-1.1	General Fund Checking Account Balance	\$249,959	\$249,959	\$36,802	\$36,802
C-1.2	Savings and Investments Account Balance	\$1,564,671	\$1,564,671	\$1,697,927	\$1,697,927
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$3,305,673	\$3,305,673	\$3,305,673	\$3,305,673
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>	<b>\$5,120,303</b>	<b>\$5,120,303</b>	<b>\$5,040,402</b>	<b>\$5,040,402</b>
<b>C-2</b>	<b>General Fund Reductions:</b>				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$3,305,673	\$3,305,673	\$3,305,673	\$3,305,673
C-2.3	<b>Total Deductions (a+b)</b>	<b>\$3,305,673</b>	<b>\$3,305,673</b>	<b>\$3,305,673</b>	<b>\$3,305,673</b>
C-2.4	<b>Estimated Non-Restricted Funds Available</b>	<b>\$1,814,630</b>	<b>\$1,814,630</b>	<b>\$1,734,729</b>	<b>\$1,734,729</b>

## SINKING & DEBT SERVICE FUNDS

		2017-2018	2018-2019	2019-2020	Pending
		Actual	Estimated	Proposed	Approval
<b>C-3</b>	<b>Beginning Balance in Reserve Account (end of previous year)</b>		\$0	\$0	
C-3.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
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>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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	<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	\$0	\$0	\$0	\$0

## RESERVES

		2017-2018	2018-2019	2019-2020	Pending
		Actual	Estimated	Proposed	Approval
<b>C-4</b>	<b>Beginning Balance in Reserve Account (end of previous year)</b>				
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$3,305,673	\$3,305,673	\$3,305,673	\$3,305,673
C-4.2	<i>Date of Reserve Approval in Minutes:</i> 3/5/2018				
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>\$3,305,673</b>	<b>\$3,305,673</b>	<b>\$3,305,673</b>	<b>\$3,305,673</b>
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	<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	\$3,305,673	\$3,305,673	\$3,305,673	\$3,305,673

## BOND FUNDS

		2017-2018	2018-2019	2019-2020	Pending
		Actual	Estimated	Proposed	Approval
<b>C-5</b>	<b>Beginning Balance in Reserve Account (end of previous year)</b>				
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				
C-5.4	<i>Date of Reserve Approval in Minutes:</i>				
C-5.5	<b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-5.6	Identify the amount and project to be spent				
C-5.7	<i>Date of Reserve Approval in Minutes:</i>				
C-5.8	Balance to be retained	\$0	\$0	\$0	\$0
C-5.9	<b>TOTAL TO BE SPENT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>



