

# Final Budget

Sublette County Conservation District	
Budget Hearing Information	
217 Country Club Ln. / PO Box 647	<b>Location:</b> 217 Country Club Lane
Pinedale, WY, 82941	<b>Date:</b> 7/21/2022
(307)367-2364	<b>Time:</b> 6:00 PM
Sublette County	<b>Budget Prepared by:</b> Traci Berg

**S-A BUDGET MESSAGE** W.S. 16-12-403 (c)

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 for FY23. Last year in FY22 SCCD requested \$625,327.00, which was the same request since FY17. This year for FY23, SCCD is requesting \$815,427.04 which is a \$190,100.04 proposed increase in funding from the County. This increase is due to inflation since FY17 that has been absorbed within our previous "Hold the Line" budget approach. The following areas are where SCCD has asked for increases. First, is a 7% personnel increase to the payroll line items as well as the indirect payroll costs. Second, is a 11% increase in our health insurance due to a raise of 11% by our provider effective July 1, 2022. Third, is a 40% increase in automotive costs specifically fuel and natural gas and electricity costs due to the inflated costs over the last 12 months. Fourth, we increased our travel costs by 10% for meetings due to increased lodging and other associated costs. Lastly, there is an increase of \$130,974.21 for a position that was cut in FY17 to operate within our financial means. This position is a Range Specialist, assisting landowners and land managers with natural resource issues throughout the County. The amount requested is for the salary and associated equipment for the position.

Scdd still has removed all non-critical funding from the budget and not increased funding for equipment purchases, staff trainings, and workshops. SCCD still has two part-time positions (Administrative Assistant and Education Coordinator) that continue to not be funded until such a time that they can be.

**Supplemental Budget Items:**  
This section is dedicated to keeping everyone aware of projects that SCCD has prioritized but currently is not requesting funding unless the Commission deems it appropriate to fund at this time.

**Vehicle Replacement:**  
SCCD has three vehicles that will time or milage out next year. Two of the vehicles are pickups and the third is a suburban. Currently SCCD is planning on incorporating these replacements into the FY24 budget request.

**Storage Yard:**  
SCCD has developed a need for a storage yard for our equipment that we have acquired through a series of grants that are available for checkout to landowners and managers within Sublette County. SCCD has identified several County and private parcels that may fit the need, but at this time are not ready to make a formal request to the Commission regarding assistance with funding.

**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	Does the district have regular office hours exceeding 20 hours per week?
Coke Landers	2022	<input checked="" type="checkbox"/> <b>Yes</b>
Darrell Walker	2022	
David Pape	2024	
Meghann Smith	2024	
Milford Lockwood	2024	

**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

## FINAL BUDGET SUMMARY

OVERVIEW		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-1	<b>Total Budgeted Expenditures</b>	\$2,311,496	\$2,003,577	\$1,719,039	\$1,749,981
S-2	<b>Total Principal to Pay on Debt</b>	\$0	\$0	\$0	\$0
S-3	<b>Total Change to Restricted Funds</b>	\$0	\$869,761	\$0	\$0
S-4	<b>Total General Fund and Forecasted Revenues Available</b>	\$2,950,492	\$4,316,749	\$2,126,084	\$2,226,084
S-5	<i>Amount requested from County Commissioners</i>	\$625,327	\$655,327	\$815,427	\$815,427
S-6	<b>Additional Funding Needed :</b>			\$0	\$0

REVENUE SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-7	<b>Operating Revenues</b>	\$62,000	\$71,328	\$61,300	\$61,300
S-8	<b>Tax levy (From the County Treasurer)</b>	\$625,327	\$625,327	\$815,427	\$815,427
S-9	<b>Government Support</b>	\$12,823	\$12,706	\$12,706	\$12,706
S-10	<b>Grants</b>	\$1,369,358	\$2,743,644	\$548,816	\$648,816
S-11	<b>Other County Support (Not from Co. Treas.)</b>	\$0	\$30,000	\$0	\$0
S-12	<b>Miscellaneous</b>	\$19,500	\$19,260	\$11,650	\$11,650
S-13	<b>Other Forecasted Revenue</b>	\$373,500	\$326,500	\$62,272	\$62,272

S-14	<b>Total Revenue</b>	\$2,462,508	\$3,828,765	\$1,512,171	\$1,612,171
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FY 7/1/22-6/30/23

Sublette County Conservation District

EXPENDITURE SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-15	<b>Capital Outlay</b>	\$46,411	\$52,000	\$71,000	\$98,369
S-16	<b>Interest and Fees On Debt</b>	\$0	\$0	\$0	\$0
S-17	<b>Administration</b>	\$286,123	\$377,384	\$365,362	\$365,362
S-18	<b>Operations</b>	\$1,778,008	\$1,358,135	\$1,001,120	\$1,001,120
S-19	<b>Indirect Costs</b>	\$200,954	\$216,058	\$281,558	\$285,131
S-20R	<b>Expenditures paid by Reserves</b>	\$0	\$0	\$0	\$0
S-20	<b>Total Expenditures</b>	\$2,311,496	\$2,003,577	\$1,719,039	\$1,749,981

DEBT SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-21	<b>Principal Paid on Debt</b>	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$487,984	\$487,984	\$613,913	\$613,913

**Summary of Reserve Funds**

S-23	<b>Beginning Balance in Reserve Accounts</b>				
S-24	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-25	b. Reserves	\$496,869	\$496,869	\$1,366,629	\$1,366,629
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total Reserves (a+b+c)</b>	\$496,869	\$496,869	\$1,366,629	\$1,366,629
S-27	<b>Amount to be added</b>				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$0	\$869,761	\$0	\$0
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total to be added (a+b+c)</b>	\$0	\$869,761	\$0	\$0
S-31	<b>Subtotal</b>	\$496,869	\$1,366,629	\$1,366,629	\$1,366,629
S-32	<b>Less Total to be spent</b>	\$0	\$0	\$0	\$0
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	\$496,869	\$1,366,629	\$1,366,629	\$1,366,629

*End of Summary*

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

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

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

**PREPARED BY:** Traci Berg

**DISTRICT PHONE:** (307)367-2364

# Final Budget

Sublette County Conservation District  
 NAME OF DISTRICT/BOARD \_\_\_\_\_

FYE 6/30/2023

## PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
<b>R-1 Property Taxes and Assessments Received</b>					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$625,327	\$625,327	\$815,427	\$815,427
R-1.2 Other County Support (see note on the right)	4005		\$30,000		

## FORECASTED REVENUE

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final 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	\$4,000	\$3,882	\$3,882	\$3,882
R-2.5 Total Government Support		\$12,823	\$12,706	\$12,706	\$12,706
<b>R-3 Operating Revenues</b>					
R-3.1 Customer Charges	4300	\$57,200	\$62,528	\$56,500	\$56,500
R-3.2 Sales of Goods or Services	4300	\$4,800	\$8,800	\$4,800	\$4,800
R-3.3 Other Assessments	4503				
R-3.4 Total Operating Revenues		\$62,000	\$71,328	\$61,300	\$61,300
<b>R-4 Grants</b>					
R-4.1 Direct Federal Grants	4201	\$366,702	\$322,228	\$145,760	\$145,760
R-4.2 Federal Grants thru State Agencies	4201	\$19,480	\$279,970	\$131,760	\$131,760
R-4.3 Grants from State Agencies	4211	\$983,176	\$2,141,446	\$271,296	\$371,296
R-4.4 Total Grants		\$1,369,358	\$2,743,644	\$548,816	\$648,816
<b>R-5 Miscellaneous Revenue</b>					
R-5.1 Interest	4501	\$100	\$1,500	\$1,500	\$1,500
R-5.2 Other: Specify <u>Spring Expo</u>	4500	\$3,600	\$3,000	\$0	
R-5.3 Other: See Additior <u>See Additional Details</u>		\$15,800	\$14,760	\$10,150	\$10,150
R-5.4 Total Miscellaneous		\$19,500	\$19,260	\$11,650	\$11,650
R-5.5 Total Forecasted Revenue		\$1,463,681	\$2,846,938	\$634,472	\$734,472
<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	\$373,500	\$326,500	\$62,272	\$62,272
R-6.4 _____	4500				
R-6.5 _____					
R-6.6 Total Other Forecasted Revenue (a+b)		\$373,500	\$326,500	\$62,272	\$62,272

# Final Budget

Sublette County Conservation District

FYE 6/30/2023

**NAME OF DISTRICT/BOARD**

## CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
<b>E-1</b>	<b>Capital Outlay</b>				
E-1.1	Real Property	6201 \$2,000	\$32,000	\$2,000	\$2,000
E-1.2	Vehicles	6210 \$26,411	\$0	\$60,000	\$87,369
E-1.3	Office Equipment	6211 \$3,500	\$3,500	\$3,500	\$3,500
E-1.4	Other (Specify)				
E-1.5	Field Equipment	6200 \$14,500	\$16,500	\$5,500	\$5,500
E-1.6		6200			
E-1.7					
E-1.8	<b>TOTAL CAPITAL OUTLAY</b>	\$46,411	\$52,000	\$71,000	\$98,369

## ADMINISTRATION BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
<b>E-2</b>	<b>Personnel Services</b>				
E-2.1	Administrator	7002			
E-2.2	Secretary	7003			
E-2.3	Clerical	7004			
E-2.4	Other (Specify)				
E-2.5	Manager & Administrative Coordinator	7005 \$86,952	\$90,405	\$161,056	\$161,056
E-2.6		7005			
E-2.7					
<b>E-3</b>	<b>Board Expenses</b>				
E-3.1	Travel	7011 \$5,500	\$5,500	\$6,050	\$6,050
E-3.2	Mileage	7012 \$3,000	\$3,000	\$3,300	\$3,300
E-3.3	Other (Specify)				
E-3.4	Uniforms & Board Meetings	7013 \$1,800	\$1,800	\$1,980	\$1,980
E-3.5		7013			
E-3.6					
<b>E-4</b>	<b>Contractual Services</b>				
E-4.1	Legal	7021 \$0	\$0	\$0	
E-4.2	Accounting/Auditing	7022 \$10,000	\$10,000	\$10,000	\$10,000
E-4.3	Other (Specify)				
E-4.4	Contractual Labor	7023 \$44,500	\$129,957	\$47,000	\$47,000
E-4.5	Network Maintenance Services	7023 \$15,600	\$15,600	\$15,600	\$15,600
E-4.6					
<b>E-5</b>	<b>Other Administrative Expenses</b>				
E-5.1	Office Supplies	7031 \$2,752	\$2,752	\$2,752	\$2,752
E-5.2	Office equipment, rent & repair	7032 \$8,740	\$10,464	\$9,364	\$9,364
E-5.3	Education	7033 \$335	\$335	\$335	\$335
E-5.4	Registrations	7034 \$20,094	\$20,721	\$19,975	\$19,975
E-5.5	Other (Specify)				
E-5.6	Donations, Gifts & Awards	7035 \$500	\$500	\$500	\$500
E-5.7	Fees, Dues & Subscriptions	7035 \$26,000	\$26,000	\$27,000	\$27,000
E-5.8	see additional details	\$60,350	\$60,350	\$60,450	\$60,450
E-6	<b>TOTAL ADMINISTRATION</b>	\$286,123	\$377,384	\$365,362	\$365,362

# Final Budget

Sublette County Conservation District

FYE 6/30/2023

<b>OPERATIONS BUDGET</b>
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	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval	
<b>E-7</b>	<b>Personnel Services</b>					
E-7.1	Wages--Operations	7202	\$282,346	\$322,931	\$422,656	\$422,656
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</b>	<b>Travel</b>					
E-8.1	Mileage	7211				
E-8.2	Other (Specify)					
E-8.3	Auto Gas & Oil	7212	\$8,800	\$8,800	\$12,320	\$12,320
E-8.4	Auto Repair & Maintenance	7212	\$2,400	\$2,400	\$2,400	\$2,400
E-8.5	_____					
<b>E-9</b>	<b>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	\$1,440	\$1,440	\$1,440	\$1,440
E-9.4	Repairs & Maintenance	7220	\$2,400	\$2,400	\$2,400	\$2,400
E-9.5	see additional details		\$3,000	\$3,000	\$3,000	\$3,000
<b>E-10</b>	<b>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	\$55,000	\$55,000	\$55,000	\$55,000
E-10.3	Tree Program	7230	\$5,000	\$5,000	\$5,000	\$5,000
E-10.4	_____	7230				
E-10.5	_____					
<b>E-11</b>	<b>Contractual Arrangements (List)</b>					
E-11.1	Pass Through Projects	7400	\$1,365,502	\$905,044	\$446,577	\$446,577
E-11.2	Sublette Pals/Expo	7400	\$3,350	\$3,350	\$50	\$50
E-11.3	Satellite Messenger	7400	\$180	\$180	\$180	\$180
E-11.4	_____	7400				
E-11.5	_____					
<b>E-12</b>	<b>Other operations (Specify)</b>					
E-12.1	Utilities	7450	\$4,600	\$4,600	\$6,107	\$6,107
E-12.2	Local Workshops	7450	\$0	\$0	\$0	
E-12.3	Uniforms, Marketing & Promoting	7450	\$750	\$750	\$750	\$750
E-12.4	_____	7450				
E-12.5	_____					
<b>E-13</b>	<b>TOTAL OPERATIONS</b>		\$1,778,008	\$1,358,135	\$1,001,120	\$1,001,120

# Final Budget

Sublette County Conservation District

FYE 6/30/2023

## INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
<b>E-14</b>	<b>Insurance</b>				
E-14.1	Liability	\$4,000	\$4,000	\$4,000	\$4,000
E-14.2	Buildings and vehicles	\$2,586	\$2,999	\$2,999	\$3,570
E-14.3	Equipment	\$314	\$902	\$902	\$1,442
E-14.4	Other (Specify)				
E-14.5	Commercial Property	\$1,000	\$1,236	\$1,236	\$1,582
E-14.6	Crime & Blanket	\$894	\$1,198	\$1,198	\$1,198
E-14.7	see additional details		\$1,623		\$2,116
<b>E-15</b>	<b>Indirect payroll costs:</b>				
E-15.1	FICA (Social Security) taxes	\$33,303	\$34,964	\$44,654	\$44,654
E-15.2	Workers Compensation	\$6,878	\$7,312	\$9,339	\$9,339
E-15.3	Unemployment Taxes	\$5,745	\$9,375	\$7,997	\$7,997
E-15.4	Retirement	\$78,881	\$85,096	\$104,049	\$104,049
E-15.5	Health Insurance	\$53,844	\$53,844	\$83,082	\$83,082
E-15.6	Other (Specify)				
E-15.7	Life Insurance	\$287	\$287	\$414	\$414
E-15.8	Health Savings Account	\$12,600	\$12,600	\$20,769	\$20,769
E-15.9	see additional details		\$622	\$919	\$919
<b>E-17</b>	<b>TOTAL INDIRECT COSTS</b>	<b>\$200,954</b>	<b>\$216,058</b>	<b>\$281,558</b>	<b>\$285,131</b>

## DEBT SERVICE BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final 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>

# Final Budget

Sublette County Conservation District  
 NAME OF DISTRICT/BOARD \_\_\_\_\_

FYE 6/30/2023

## GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
C-1	<b>Balances at Beginning of Fiscal Year</b>	<b>DOA Chart of Accounts</b>			
C-1.1	General Fund Checking	1010	\$317,438	\$317,438	\$360,683
C-1.2	Savings and Investments	1040	\$170,546	\$170,546	\$253,230
C-1.3	General Fund CD Balance	1050		\$0	
C-1.4	All Other Funds	1020		\$0	
C-1.5	Reserves (From Below)		\$496,869	\$496,869	\$1,366,629
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>		\$984,853	\$984,853	\$1,980,543

C-2	<b>General Fund Reductions:</b>	<b>2010</b>		\$21,121	
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves		\$496,869	\$1,366,629	\$1,366,629
C-2.3	<b>Total Deductions (a+b)</b>		\$496,869	\$1,387,750	\$1,366,629
C-2.4	<b>Estimated Non-Restricted Funds Available</b>		\$487,984	-\$402,897	\$613,913

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

		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
C-3	<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>	\$0	\$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	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.11	<b>TOTAL CAPITAL OUTLAY (a+b+c)</b>	\$0	\$0	\$0	\$0
C-3.12	Balance to be retained	\$0	\$0	\$0	\$0

<b>RESERVES</b>	1090
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		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
C-4	<b>Beginning Balance in Reserve Account (end of previous year)</b>		\$496,869	\$496,869	\$1,366,629
C-4.1	Beginning Balance in Reserve Account (end of previous year)		\$496,869	\$496,869	\$1,366,629
C-4.2	<i>Date of Reserve Approval in Minutes:</i> 5/23/2022				
C-4.3	Amount to be added to the reserve		\$869,761		
C-4.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.5	<b>SUB-TOTAL</b>	\$496,869	\$1,366,629	\$1,366,629	\$1,366,629
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>	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained	\$496,869	\$1,366,629	\$1,366,629	\$1,366,629

<b>BOND FUNDS</b>	1060
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		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
C-5	<b>Beginning Balance in Reserve Account (end of previous year)</b>		\$0	\$0	
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>	\$0	\$0	\$0	\$0
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>	\$0	\$0	\$0	\$0