

Proposed Budget

Laramie County Conservation District	
Budget Hearing Information	
11221 U.S. Hwy 30	Location: District Office
Cheyenne, WY 82009	Date: 7/19/2017
307-772-2600	Time: 4:00 p.m.
Laramie County	Budget Prepared by: Jim Cochran

S-1	BUDGET MESSAGE	W.S. 16-4-104(d)
<p>The District will strive to be accountable with public funds and ensure that all district programs are carried out in a fiscally responsible manner. To maintain a sound fiscal policy the LCCD board shall maintain a balance of \$703,620.00 in a Building Reserve Account for the sole purpose of purchasing office space. Also, the LCCD board shall assign \$120,000.00 to a Cash Reserve Account and \$147,050.00 to a Depreciation Account. These accounts will be reviewed annually at the districts budget hearing in July. The Building Reserve will not be changed without formal action of the board. The District Manager shall have authorization to reassign amounts from the Cash Reserve and Depreciation Reserve Accounts with board approval at the next regulary scheduled meeting.</p>		

Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week?
Thomas Farrell	12/31/20	<input checked="" type="checkbox"/> Yes
Dennis Hemmer	12/31/20	
Kevin Wells	12/31/20	
Jay Berry	12/31/18	
Lindi Kirkbride	12/31/18	

If Yes, enter

Address of office:	11221 U.S. Hwy 30
City, State, Zip:	Cheyenne, WY 82009
Phone Number:	307-772-2600
Hours Open:	7:30 a.m. to 4:00 p.m. Monday thru Friday

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

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

Where are the public meetings held?

PROPOSED BUDGET SUMMARY

OVERVIEW		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$803,588	\$1,116,286	\$1,013,405	\$1,013,405
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$110,000	\$270,000	\$120,000	\$120,000
S-4	Total General Fund and Forecasted Revenues Available	\$1,268,056	\$1,386,297	\$1,148,764	\$1,148,764
S-5	<i>Amount requested from County Commissioners</i>	\$838,482	\$775,818	\$790,000	\$790,000
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-7	Operating Revenues	\$137,093	\$157,040	\$140,500	\$140,500
S-8	Tax levy (From the County Treasurer)	\$838,482	\$775,818	\$790,000	\$790,000
S-9	Government Support	\$22,675	\$20,764	\$20,764	\$20,764
S-10	Grants	\$112,882	\$104,175	\$90,000	\$90,000
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$5,539	\$8,500	\$7,500	\$7,500
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0
S-14	Total Revenue	\$1,116,671	\$1,066,297	\$1,048,764	\$1,048,764

FY 7/1/17-6/30/18 Laramie County Conservation District

EXPENDITURE SUMMARY		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-15	Capital Outlay	\$23,880	\$23,935	\$170,100	\$170,100
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$154,221	\$177,424	\$167,961	\$167,961
S-18	Operations	\$399,930	\$672,639	\$447,997	\$447,997
S-19	Indirect Costs	\$225,557	\$242,288	\$227,347	\$227,347
S-20	Total Expenditures	\$803,588	\$1,116,286	\$1,013,405	\$1,013,405

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	\$151,385	\$320,000	\$100,000	\$100,000
Summary of Reserve Funds					
S-23	Beginning Balance in Reserve Accounts				
S-24	a. Depreciation Reserve	\$87,050	\$107,050	\$127,050	\$127,050
S-25	b. Other Reserve	\$263,620	\$353,620	\$603,620	\$603,620
S-26	c. Emergency Reserve (Cash)	\$120,000	\$120,000	\$120,000	\$120,000
	Total Reserves (a+b+c)	\$470,670	\$580,670	\$850,670	\$850,670
S-27	Amount to be added				
S-28	a. Depreciation Reserve	\$20,000	\$20,000	\$20,000	\$20,000
S-29	b. Other Reserve	\$90,000	\$250,000	\$100,000	\$100,000
S-30	c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$110,000	\$270,000	\$120,000	\$120,000
S-31	Subtotal	\$580,670	\$850,670	\$970,670	\$970,670
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$580,670	\$850,670	\$970,670	\$970,670

End of Summary

Dennis Hemmer, Treasurer
Budget Officer / District Official (if not same as "Submitted by")

Date adopted by Special District 4/20/2017

DISTRICT ADDRESS: 11221 U.S. Hwy 30
Cheyenne, WY 82009

PREPARED BY: Jim Cochran

DISTRICT PHONE: 307-772-2600

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

2/1/17 Form approved by Wyoming Department of Audit, Public Funds Division

Proposed Budget

Laramie County Conservation 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)	\$838,482	\$775,818	\$790,000	\$790,000
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	\$13,175	\$10,764	\$10,764	\$10,764
R-2.2	Additional County Aid (non-treasurer)		\$10,000	\$10,000	\$10,000
R-2.3	City (or Town) Aid	\$9,500			
R-2.4	Other (Specify) _____				
R-2.5	Total Government Support	\$22,675	\$20,764	\$20,764	\$20,764
R-3	Operating Revenues				
R-3.1	Customer Charges				
R-3.2	Sales of Goods or Services	\$137,093	\$157,040	\$140,500	\$140,500
R-3.3	Other Assessments				
R-3.4	Total Operating Revenues	\$137,093	\$157,040	\$140,500	\$140,500
R-4	Grants				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies		\$40,000	\$40,000	\$40,000
R-4.3	Grants from State Agencies	\$112,882	\$64,175	\$50,000	\$50,000
R-4.4	Total Grants	\$112,882	\$104,175	\$90,000	\$90,000
R-5	Miscellaneous Revenue				
R-5.1	Interest	\$1,870	\$2,500	\$2,500	\$2,500
R-5.2	Other: Specify _____ Other grants	\$3,669	\$6,000	\$5,000	\$5,000
R-5.3	Other: Additional _____				
R-5.4	Total Miscellaneous	\$5,539	\$8,500	\$7,500	\$7,500
R-5.5	Total Forecasted Revenue	\$278,189	\$290,479	\$258,764	\$258,764
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

Laramie County Conservation District

FYE 6/30/2018

NAME OF DISTRICT/BOARD

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	\$0	\$11,435	\$30,000	\$30,000
E-1.3	Office Equipment	\$7,929	\$11,500	\$5,000	\$5,000
E-1.4	Other (Specify)				
E-1.5	<u>Building Maint</u>	\$157	\$1,000	\$100	\$100
E-1.6	<u>Architect</u>	\$15,794	\$0	\$135,000	\$135,000
E-1.7					
E-1.8	TOTAL CAPITAL OUTLAY	\$23,880	\$23,935	\$170,100	\$170,100

ADMINISTRATION BUDGET

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
E-2	Personnel Services				
E-2.1	Administrator	\$63,808	\$64,507	\$64,508	\$64,508
E-2.2	Secretary	\$0	\$5,000	\$0	
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5	<u>Finacial Coordinator</u>	\$36,737	\$39,028	\$39,028	\$39,028
E-2.6					
E-2.7					
E-3	Board Expenses				
E-3.1	Travel	\$109	\$3,000	\$3,000	\$3,000
E-3.2	Mileage	\$832	\$800	\$800	\$800
E-3.3	Other (Specify)				
E-3.4	<u>Conventions</u>	\$9,518	\$17,500	\$12,500	\$12,500
E-3.5	<u>Dues</u>	\$14,791	\$16,175	\$16,025	\$16,025
E-3.6					
E-4	Contractual Services				
E-4.1	Legal	\$0	\$2,000	\$2,000	\$2,000
E-4.2	Accounting/Auditing	\$13,250	\$11,759	\$13,200	\$13,200
E-4.3	Other (Specify)				
E-4.4					
E-4.5					
E-4.6					
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$2,690	\$3,500	\$3,500	\$3,500
E-5.2	Office equipment, rent & repair	\$5,607	\$5,800	\$5,800	\$5,800
E-5.3	Education				
E-5.4	Registrations	\$50	\$0	\$0	
E-5.5	Other (Specify)				
E-5.6	<u>Postage</u>	\$1,101	\$3,000	\$3,000	\$3,000
E-5.7	<u>Bank Charges/ Misc</u>	\$5,728	\$5,355	\$4,600	\$4,600
E-5.8					
E-6	TOTAL ADMINISTRATION	\$154,221	\$177,424	\$167,961	\$167,961

Proposed Budget

Laramie County Conservation 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		\$247,890	\$246,956	\$252,461	\$252,461
E-7.2	Service Contracts		\$0	\$0	\$12,000	\$12,000
E-7.3	Other (Specify)					
E-7.4	it support		\$0	\$4,700	\$2,700	\$2,700
E-7.5	architect		\$0	\$135,000	\$0	
E-7.6						
E-8	Travel					
E-8.1	Mileage					
E-8.2	Other (Specify)					
E-8.3	fuel		\$8,786	\$13,200	\$13,200	\$13,200
E-8.4						
E-8.5						
E-9	Operating supplies (List)					
E-9.1	maintenance and repairs		\$9,227	\$13,700	\$12,700	\$12,700
E-9.2	supplies		\$7,621	\$9,900	\$9,000	\$9,000
E-9.3						
E-9.4						
E-9.5						
E-10	Program Services (List)					
E-10.1	Education Program		\$18,554	\$29,200	\$29,700	\$29,700
E-10.2	Water Program		\$7,860	\$71,941	\$1,941	\$1,941
E-10.3	Wildlife/ Range Program		\$309	\$6,500	\$3,000	\$3,000
E-10.4	Tree Program		\$82,823	\$107,545	\$86,745	\$86,745
E-10.5						
E-11	Contractual Arrangements (List)					
E-11.1	Living Snow Fence Prog		\$11,586	\$19,997	\$16,550	\$16,550
E-11.2						
E-11.3						
E-11.4						
E-11.5						
E-12	Other operations (Specify)					
E-12.1	Special Projects		\$5,274	\$14,000	\$8,000	\$8,000
E-12.2						
E-12.3						
E-12.4						
E-12.5						
E-13	TOTAL OPERATIONS		\$399,930	\$672,639	\$447,997	\$447,997

Proposed Budget

Laramie County Conservation 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		\$4,233	\$4,308	\$3,905	\$3,905
E-14.2	Buildings and vehicles		\$4,755	\$4,619	\$4,619	\$4,619
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	Treasurer Bond		\$210	\$325	\$325	\$325
E-14.6	Insurance Deductible		\$0	\$500	\$0	
E-14.7						
E-15	Indirect payroll costs:					
E-15.1	FICA (Social Security) taxes		\$24,580	\$27,081	\$24,938	\$24,938
E-15.2	Workers Compensation		\$7,346	\$7,771	\$7,433	\$7,433
E-15.3	Unemployment Taxes		\$698	\$4,078	\$1,195	\$1,195
E-15.4	Retirement		\$51,416	\$48,098	\$52,385	\$52,385
E-15.5	Health Insurance		\$112,319	\$125,508	\$112,547	\$112,547
E-15.6	Other (Specify)					
E-15.7						
E-15.8						
E-15.9						
E-16	Depreciation Expenses		\$20,000	\$20,000	\$20,000	\$20,000
E-17	TOTAL INDIRECT COSTS		\$225,557	\$242,288	\$227,347	\$227,347

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

Laramie County Conservation 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	\$151,385	\$320,000	\$100,000	\$100,000
C-1.2	Savings and Investments Account Balance				
C-1.3	General Fund CD Balance				
C-1.4	All Other Funds				
C-1.5	Reserves (From Below)	\$580,670	\$850,670	\$970,670	\$970,670
C-1.6	Total Estimated Cash and Investments on Hand	\$732,055	\$1,170,670	\$1,070,670	\$1,070,670
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$580,670	\$850,670	\$970,670	\$970,670
C-2.3	Total Deductions (a+b)	\$580,670	\$850,670	\$970,670	\$970,670
C-2.4	Estimated Non-Restricted Funds Available	\$151,385	\$320,000	\$100,000	\$100,000

DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
C-3	Beginning Balance in Reserve Account (end of previous year)	\$87,050	\$107,050	\$127,050	\$127,050
C-3.2	<i>Date of Reserve Approval in Minutes:</i> 17-Apr				
C-3.3	Amount to be added to the reserve	\$20,000	\$20,000	\$20,000	\$20,000
C-3.4	<i>Date of Reserve Approval in Minutes:</i> 17-Apr				
C-3.5	SUB-TOTAL	\$107,050	\$127,050	\$147,050	\$147,050
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> 17-Apr				
C-3.11	TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-3.12	Balance to be retained in Depreciation Reserve Account	\$107,050	\$127,050	\$147,050	\$147,050

OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
C-4	Beginning Balance in Reserve Account (end of previous year)	\$263,620	\$353,620	\$603,620	\$603,620
C-4.2	<i>Date of Reserve Approval in Minutes:</i> 17-Apr				
C-4.3	Amount to be added to the reserve	\$90,000	\$250,000	\$100,000	\$100,000
C-4.4	<i>Date of Reserve Approval in Minutes:</i> 17-Apr				
C-4.5	SUB-TOTAL	\$353,620	\$603,620	\$703,620	\$703,620
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> 17-Apr				
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	\$353,620	\$603,620	\$703,620	\$703,620

ASSIGNED FUND BALANCE (EMERGENCY RESERVE - NOT COMMITTED)

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
C-5	Beginning Balance in Reserve Account (end of previous year)	\$120,000	\$120,000	\$120,000	\$120,000
C-5.2	<i>Date of Reserve Approval in Minutes:</i> 17-Apr				
C-5.3	Amount to be added to the reserve	\$0	\$0	\$0	
C-5.4	<i>Date of Reserve Approval in Minutes:</i> 17-Apr				
C-5.5	SUB-TOTAL	\$120,000	\$120,000	\$120,000	\$120,000
C-5.6	Amount to be spent from Emergency Reserve (Cash)				
C-5.7	<i>Date of Reserve Approval in Minutes:</i> 17-Apr				
C-5.8	Balance to be retained in Assigned Fund Balance	\$120,000	\$120,000	\$120,000	\$120,000
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0