

Proposed Budget

Laramie County Conservation District	
Budget Hearing Information	
11221 U S Highway 30	Location: 11221 U S Highway 30
Cheyenne WY 82009	Date: 7/18/2019
307-772-2600	Time: 4:00 p.m.
Laramie County	Budget Prepared by: SHAUN KIRKWOOD District Manager

S-A	BUDGET MESSAGE	W.S. 16-4-104(d)
<p>The District will continue to be accountable with public funds to ensure that all district programs are carried out in a fiscally responsible manner, with tax base monies</p> <p>This past year the District Board authorized expenditure of the building reserve account for the construction/purchase of a new district building. The District will continue to save for a building reserve account for future construction/completion of the new district building. Also, the LCCD board shall assign \$120,000.00 to a Cash Reserve Account and \$187,953.53 to a Depreciation Account. These accounts will be reviewed annually at the district's 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 any scheduled meeting.</p>		

S-B	RESERVE DESCRIPTION
<p>The District maintains three reserve accounts. The Board has set the Depreciation Reserve Account at \$187,953.53 this year. They have set the Cash Reserve Account at \$120,000 for the year. The Board transferred \$1,077,747.98 from the Building Fund Reserve to the General Fund for the construction of a new district building.</p>	

S-C		
		Does the district have regular office hours exceeding 20 hours per week? <input type="checkbox"/> Yes
Names of Board Members	Date of End of Term	If Yes, enter
Tom Farrell	12/31/20	Address of office: 11221 U S Highway 30
Kevin Wells	12/31/20	City, State, Zip: Cheyenne WY 82009
Dennis Hemmer	12/31/22	Phone Number: 307-772-2600
Jay Berry	12/31/22	Hours Open: 7:30 a.m. to 4 p.m.
Ann Sanchez	12/31/22	

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		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$888,410	\$1,035,382	\$2,083,862	\$2,083,862
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$21,902	\$120,000	-\$881,814	-\$681,814
S-4	Total General Fund and Forecasted Revenues Available	\$1,478,189	\$1,400,242	\$2,805,958	\$2,805,958
S-5	<i>Amount requested from County Commissioners</i>	\$882,968	\$883,000	\$927,150	\$927,150
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-7	Operating Revenues	\$159,460	\$174,500	\$1,215,962	\$1,215,962
S-8	Tax levy (From the County Treasurer)	\$882,968	\$883,000	\$927,150	\$927,150
S-9	Government Support	\$21,841	\$15,264	\$19,441	\$19,441
S-10	Grants	\$147,717	\$93,778	\$128,926	\$128,926
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$40,004	\$7,500	\$11,000	\$11,000
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$1,251,990	\$1,174,042	\$2,302,479	\$2,302,479
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FY 7/1/19-6/30/20 Laramie County Conservation District

EXPENDITURE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-15	Capital Outlay	\$47,043	\$74,622	\$13,730	\$13,730
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$167,438	\$225,125	\$217,018	\$217,018
S-18	Operations	\$461,400	\$497,076	\$540,348	\$540,348
S-19	Indirect Costs	\$212,530	\$238,559	\$236,953	\$236,953
S-20R	Expenditures paid by Reserves	\$0	\$0	\$1,075,814	\$1,075,814
S-20	Total Expenditures	\$888,410	\$1,035,382	\$2,083,862	\$2,083,862

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

CASH AND INVESTMENTS		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$226,200	\$226,200	\$503,479	\$503,479
Summary of Reserve Funds					
S-23	Beginning Balance in Reserve Accounts				
S-24	a. Sinking and Debt Service Funds	\$127,409	\$147,409	\$167,409	\$167,409
S-25	b. Reserves	\$799,912	\$801,814	\$901,814	\$901,814
S-26	c. Bond Funds	\$120,000	\$120,000	\$120,000	\$120,000
	Total Reserves (a+b+c)	\$1,047,321	\$1,069,223	\$1,189,223	\$1,189,223
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$20,000	\$20,000	\$20,000	\$20,000
S-29	b. Reserves	\$1,902	\$100,000	\$174,000	\$174,000
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$21,902	\$120,000	\$194,000	\$194,000
S-31	Subtotal	\$1,069,223	\$1,189,223	\$1,383,223	\$1,383,223
S-32	Less Total to be spent	\$0	\$0	\$1,075,814	\$1,075,814
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$1,069,223	\$1,189,223	\$307,409	\$307,409

End of Summary

Date adopted by Special District _____

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

DISTRICT ADDRESS: 11221 U S Highway 30
Cheyenne WY 82009

PREPARED BY: SHAUN KIRKWOOD District Man

DISTRICT PHONE: 307-772-2600

Proposed Budget

Laramie County Conservation District
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2020 _____

PROPERTY TAXES AND ASSESSMENTS

	2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
R-1 Property Taxes and Assessments Received				
R-1.1 Tax Levy (From the County Treasurer)	\$882,968	\$883,000	\$927,150	\$927,150
R-1.2 Other County Support	\$0	\$0		

FORECASTED REVENUE

	2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
R-2 Revenues from Other Governments				
R-2.1 State Aid	\$11,841	\$10,264	\$9,441	\$9,441
R-2.2 Additional County Aid (non-treasurer)	\$10,000	\$5,000	\$10,000	\$10,000
R-2.3 City (or Town) Aid	\$0	\$0		
R-2.4 Other (Specify) _____	\$0	\$0		
R-2.5 Total Government Support	\$21,841	\$15,264	\$19,441	\$19,441
R-3 Operating Revenues				
R-3.1 Customer Charges	\$0	\$0		
R-3.2 Sales of Goods or Services	\$159,460	\$126,500	\$132,214	\$132,214
R-3.3 Other Assessments	\$0	\$48,000	\$1,083,748	\$1,083,748
R-3.4 Total Operating Revenues	\$159,460	\$174,500	\$1,215,962	\$1,215,962
R-4 Grants				
R-4.1 Direct Federal Grants	\$0	\$0		
R-4.2 Federal Grants thru State Agencies	\$40,000	\$73,818	\$75,082	\$75,082
R-4.3 Grants from State Agencies	\$107,717	\$19,960	\$53,844	\$53,844
R-4.4 Total Grants	\$147,717	\$93,778	\$128,926	\$128,926
R-5 Miscellaneous Revenue				
R-5.1 Interest	\$4,453	\$2,500	\$6,200	\$6,200
R-5.2 Other: Specify _____	\$35,551	\$5,000	\$4,800	\$4,800
R-5.3 Other: Additional _____				
R-5.4 Total Miscellaneous	\$40,004	\$7,500	\$11,000	\$11,000
R-5.5 Total Forecasted Revenue	\$369,022	\$291,042	\$1,375,329	\$1,375,329
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 6/30/2020

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
E-1	Capital Outlay				
E-1.1	Real Property	\$0	\$0	\$0	
E-1.2	Vehicles	\$45,032	\$66,122	\$8,000	\$8,000
E-1.3	Office Equipment	\$1,164	\$7,000	\$1,000	\$1,000
E-1.4	Other (Specify)				
E-1.5	software	\$847	\$1,500	\$4,730	\$4,730
E-1.6	_____				
E-1.7	_____				
E-1.8	TOTAL CAPITAL OUTLAY	\$47,043	\$74,622	\$13,730	\$13,730

ADMINISTRATION BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
E-2	Personnel Services				
E-2.1	Administrator	\$66,493	\$67,948	\$61,107	\$61,107
E-2.2	Secretary				
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5	Financial Coordinator	\$42,282	\$45,402	\$46,536	\$46,536
E-2.6	_____				
E-2.7	_____				
E-3	Board Expenses				
E-3.1	Travel	\$467	\$3,000	\$1,000	\$1,000
E-3.2	Mileage	\$641	\$800	\$800	\$800
E-3.3	Other (Specify)				
E-3.4	conventions	\$13,875	\$12,500	\$18,000	\$18,000
E-3.5	dues-all	\$14,964	\$15,275	\$19,775	\$19,775
E-3.6	_____				
E-4	Contractual Services				
E-4.1	Legal	\$6,443	\$50,000	\$50,000	\$50,000
E-4.2	Accounting/Auditing	\$12,000	\$14,700	\$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	\$1,297	\$3,500	\$1,800	\$1,800
E-5.2	Office equipment, rent & repair	\$4,620	\$4,800	\$1,000	\$1,000
E-5.3	Education				
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	postage	\$1,375	\$3,000	\$1,800	\$1,800
E-5.7	bank charges/misc.	\$2,983	\$4,200	\$2,000	\$2,000
E-5.8	_____				
E-6	TOTAL ADMINISTRATION	\$167,438	\$225,125	\$217,018	\$217,018

Proposed Budget

Laramie County Conservation District

FYE 6/30/2020

OPERATIONS BUDGET

			2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
E-7	Personnel Services					
E-7.1	Wages--Operations		\$258,009	\$237,093	\$238,312	\$238,312
E-7.2	Service Contracts		\$0	\$0		
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	fuel		\$10,231	\$13,200	\$10,900	\$10,900
E-8.4	_____					
E-8.5	_____					
E-9	Operating supplies (List)					
E-9.1	maintenance/repairs		\$7,048	\$12,200	\$7,500	\$7,500
E-9.2	supplies		\$1,131	\$11,500	\$3,500	\$3,500
E-9.3	_____					
E-9.4	_____					
E-9.5	_____					
E-10	Program Services (List)					
E-10.1	Education program		\$24,021	\$26,200	\$32,800	\$32,800
E-10.2	Water program		\$52,746	\$60,313	\$55,230	\$55,230
E-10.3	Wildlife/Range program		\$500	\$3,000	\$25,493	\$25,493
E-10.4	Tree program		\$98,801	\$103,020	\$82,106	\$82,106
E-10.5	_____					
E-11	Contractual Arrangements (List)					
E-11.1	Living Snow Fence pro.		\$5,634	\$21,550	\$70,244	\$70,244
E-11.2	_____					
E-11.3	_____					
E-11.4	_____					
E-11.5	_____					
E-12	Other operations (Specify)					
E-12.1	special projects		\$3,280	\$9,000	\$14,263	\$14,263
E-12.2	_____					
E-12.3	_____					
E-12.4	_____					
E-12.5	_____					
E-13	TOTAL OPERATIONS		\$461,400	\$497,076	\$540,348	\$540,348

Proposed Budget

Laramie County Conservation District
 NAME OF DISTRICT/BOARD

FYE 6/30/2020

GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking Account Balance	\$226,200	\$226,200	\$503,479	\$503,479
C-1.2	Savings and Investments Account Balance		\$0		
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$1,069,223	\$1,069,223	\$307,409	\$307,409
C-1.6	Total Estimated Cash and Investments on Hand	\$1,295,423	\$1,295,423	\$810,888	\$810,888
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$1,069,223	\$1,189,223	\$307,409	\$307,409
C-2.3	Total Deductions (a+b)	\$1,069,223	\$1,189,223	\$307,409	\$307,409
C-2.4	Estimated Non-Restricted Funds Available	\$226,200	\$106,200	\$503,479	\$503,479

SINKING & DEBT SERVICE FUNDS

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
C-3	Beginning Balance in Reserve Account (end of previous year)	\$127,409	\$147,409	\$167,409	\$167,409
C-3.2	<i>Date of Reserve Approval in Minutes:</i> Jan-18				
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> Jan-18				
C-3.5	SUB-TOTAL	\$147,409	\$167,409	\$187,409	\$187,409
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> Jan-18				
C-3.11	TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-3.12	Balance to be retained	\$147,409	\$167,409	\$187,409	\$187,409

RESERVES

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
C-4	Beginning Balance in Reserve Account (end of previous year)	\$799,912	\$801,814	\$901,814	\$901,814
C-4.2	<i>Date of Reserve Approval in Minutes:</i> Jan-18				
C-4.3	Amount to be added to the reserve	\$1,902	\$100,000	\$174,000	\$174,000
C-4.4	<i>Date of Reserve Approval in Minutes:</i> Jan-18				
C-4.5	SUB-TOTAL	\$801,814	\$901,814	\$1,075,814	\$1,075,814
C-4.6	Identify the amount and project to be spent				
C-4.7	a. building construction _____			\$1,075,814	\$1,075,814
C-4.8	b. _____				
C-4.9	c. _____				
C-4.10	<i>Date of Reserve Approval in Minutes:</i> Jul-19				
C-4.11	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$1,075,814	\$1,075,814
C-4.12	Balance to be retained	\$801,814	\$901,814	\$0	\$0

BOND FUNDS

		2017-2018 Actual	2018-2019 Estimated	2019-2020 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> Jan-18				
C-5.3	Amount to be added to the reserve				
C-5.4	<i>Date of Reserve Approval in Minutes:</i> Jan-18				
C-5.5	SUB-TOTAL	\$120,000	\$120,000	\$120,000	\$120,000
C-5.6	Identify the amount and project to be spent				
C-5.7	<i>Date of Reserve Approval in Minutes:</i> Jan-18				
C-5.8	Balance to be retained	\$120,000	\$120,000	\$120,000	\$120,000
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$1,075,814	\$1,075,814