

Final Budget

Laramie County Conservation District	
<small>Budget Hearing Information</small>	
11221 U S Highway 30	Location: 11221 U S Highway 30
Cheyenne, WY 82009	Date: 7/27/2020
307-772-2600	Time: 9:37 a.m.
Laramie	Budget Prepared by: SHAUN KIRKWOOD

S-A BUDGET MESSAGE W.S. 16-4-104(d)

The Laramie County Conservation District will continue to be accountable with public funds to ensure that all LCCD programs are carried out in a fiscally responsible manner, with tax base monies.

This past year the LCCD Board of Supervisors authorized expenditure of the building reserve account for the construction of a LCCD headquarters/office. The LCCD will continue to save for a building reserve account for future construction/completion of the new LCCD headquarters/office. Also, the LCCD Board of Supervisors will assign \$240,000.00 to a Cash Reserve Account and \$19,200.38 to a Depreciation Reserve Account. These accounts will be reviewed annually at the LCCD budget hearing in July. The District Manager shall have authorization to reassign amounts from the Cash Reserve and Depreciation Reserve Accounts with board approval at any scheduled meeting.

S-B RESERVE DESCRIPTION

The LCCD maintains two reserve accounts. The LCCD Board of Supervisors has set the Depreciation Reserve Account at \$200,000.00 this year. The LCCD Board of Supervisors has set the Cash Reserve Account at \$360,000.00 for the fiscal year 2020/21.

S-C

Names of Board Members	Date of End of Term
Tom Farrell	12/31/20
Kevin Wells	12/31/20
Jeremy Manley	12/31/20
Jay Berry	12/31/22
Ann Sanchez	12/31/22

Does the district have regular office hours exceeding 20 hours per week?	<input type="checkbox"/> Yes
If Yes, enter	
Address of office:	11221 U S Highway 30
City, State, Zip:	Cheyenne WY 82009
Phone Number:	307-772-2600
Hours Open:	7:30 a.m. to 4:00 p.m.

Where are the minutes of your board meeting available for public review?
 LCCD office and at www.lccdnet.org

How and where are the notices of meeting posted for the public?
 Meetings are held the 3rd Thursday of each month and are posted on the LCCD web site at www.lccdnet.org

Where are the public meetings held?
 11221 U S Highway 30, Cheyenne WY, USDA/NRCS/LCCD offices

FINAL BUDGET SUMMARY

OVERVIEW		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$1,170,905	\$1,005,475	\$2,946,606	\$4,363,509
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	-\$227,657	\$20,000	\$117,150	\$259,200
S-4	Total General Fund and Forecasted Revenues Available	\$2,050,481	\$2,374,881	\$4,413,301	\$4,622,709
S-5	<i>Amount requested from County Commissioners</i>	\$971,401	\$1,020,229	\$1,045,735	\$1,045,735
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
S-7	Operating Revenues	\$137,297	\$132,214	\$130,894	\$133,894
S-8	Tax levy (From the County Treasurer)	\$971,401	\$1,020,229	\$1,045,735	\$1,045,735
S-9	Government Support	\$23,824	\$19,441	\$112,635	\$384,612
S-10	Grants	\$151,951	\$443,559	\$1,403,777	\$969,498
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$17,570	\$11,000	\$14,400	\$22,200
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$1,302,042	\$1,626,442	\$2,707,441	\$2,555,939
FY 7/1/20-6/30/21		Laramie County Conservation District			

EXPENDITURE SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
S-15	Capital Outlay	\$1,752	\$24,730	\$2,100	\$2,900
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$182,385	\$224,110	\$220,344	\$215,768
S-18	Operations	\$516,366	\$545,222	\$2,485,285	\$3,907,418
S-19	Indirect Costs	\$242,745	\$211,413	\$238,877	\$237,423
S-20R	Expenditures paid by Reserves	\$227,657	\$0	\$0	\$0
S-20	Total Expenditures	\$1,170,905	\$1,005,475	\$2,946,606	\$4,363,509

DEBT SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
S-22	TOTAL GENERAL FUNDS	\$748,439	\$748,439	\$1,705,860	\$2,066,770

Summary of Reserve Funds		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
S-23	Beginning Balance in Reserve Accounts				
S-24	a. Sinking and Debt Service Funds	\$168,000	\$168,000	\$188,000	\$180,800
S-25	b. Reserves	\$227,657	\$0	\$0	\$0
S-26	c. Bond Funds	\$120,000	\$120,000	\$120,000	\$120,000
	Total Reserves (a+b+c)	\$515,657	\$288,000	\$308,000	\$300,800
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$20,000	\$12,000	\$19,200
S-29	b. Reserves	\$0	\$0	\$0	\$0
S-30	c. Bond Funds	\$0	\$0	\$105,150	\$240,000
	Total to be added (a+b+c)	\$0	\$20,000	\$117,150	\$259,200
S-31	Subtotal	\$515,657	\$308,000	\$425,150	\$560,000
S-32	Less Total to be spent	\$227,657	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$288,000	\$308,000	\$425,150	\$560,000

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 PHONE: 307-772-2600

Final Budget

Laramie County Conservation District
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2021 _____

PROPERTY TAXES AND ASSESSMENTS

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
R-1	Property Taxes and Assessments Received				
R-1.1	Tax Levy (From the County Treasurer)	\$971,401	\$1,020,229	\$1,045,735	\$1,045,735
R-1.2	Other County Support	\$0	\$0	\$0	

FORECASTED REVENUE

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
R-2	Revenues from Other Governments				
R-2.1	State Aid	\$8,824	\$9,441	\$102,635	\$8,823
R-2.2	Additional County Aid (non-treasurer)	\$15,000	\$10,000	\$10,000	\$10,000
R-2.3	City (or Town) Aid	\$0	\$0	\$0	\$122,789
R-2.4	Other (Specify) private sector	\$0	\$0	\$0	\$243,000
R-2.5	Total Government Support	\$23,824	\$19,441	\$112,635	\$384,612
R-3	Operating Revenues				
R-3.1	Customer Charges	\$0	\$0	\$0	
R-3.2	Sales of Goods or Services	\$137,297	\$132,214	\$130,894	\$133,894
R-3.3	Other Assessments	\$0	\$0	\$0	
R-3.4	Total Operating Revenues	\$137,297	\$132,214	\$130,894	\$133,894
R-4	Grants				
R-4.1	Direct Federal Grants	\$0	\$0	\$0	\$215,750
R-4.2	Federal Grants thru State Agencies	\$131,991	\$389,715	\$1,356,728	\$280,000
R-4.3	Grants from State Agencies	\$19,960	\$53,844	\$47,049	\$473,748
R-4.4	Total Grants	\$151,951	\$443,559	\$1,403,777	\$969,498
R-5	Miscellaneous Revenue				
R-5.1	Interest	\$10,719	\$6,200	\$9,200	\$9,200
R-5.2	Other: Specify	\$6,851	\$4,800	\$5,200	\$13,000
R-5.3	Other: Additional				
R-5.4	Total Miscellaneous	\$17,570	\$11,000	\$14,400	\$22,200
R-5.5	Total Forecasted Revenue	\$330,641	\$606,214	\$1,661,706	\$1,510,204
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

Final Budget

Laramie County Conservation District

FYE 6/30/2021

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
E-1	Capital Outlay				
E-1.1	Real Property	\$0	\$0	\$0	
E-1.2	Vehicles	\$0	\$19,000	\$0	
E-1.3	Office Equipment	\$380	\$1,000	\$1,000	\$1,500
E-1.4	Other (Specify)				
E-1.5	<u>computer software</u>	\$1,372	\$4,730	\$800	\$1,100
E-1.6	<u>field equipment</u>			\$300	\$300
E-1.7					
E-1.8	TOTAL CAPITAL OUTLAY	\$1,752	\$24,730	\$2,100	\$2,900

ADMINISTRATION BUDGET

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
E-2	Personnel Services				
E-2.1	Administrator	\$60,398	\$61,194	\$65,902	\$62,726
E-2.2	Secretary	\$0	\$0	\$0	
E-2.3	Clerical	\$0	\$0	\$0	
E-2.4	Other (Specify)				
E-2.5	<u>Financial Coordinator</u>	\$45,446	\$46,536	\$47,674	\$47,674
E-2.6					
E-2.7					
E-3	Board Expenses				
E-3.1	Travel	\$0	\$1,000	\$800	\$800
E-3.2	Mileage	\$903	\$800	\$800	\$800
E-3.3	Other (Specify)				
E-3.4	<u>conventions</u>	\$4,942	\$18,000	\$12,100	\$12,400
E-3.5	<u>dues-all</u>	\$15,002	\$19,775	\$19,975	\$19,975
E-3.6					
E-4	Contractual Services				
E-4.1	Legal	\$31,551	\$50,000	\$46,488	
E-4.2	Accounting/Auditing	\$13,200	\$13,200	\$13,500	\$13,500
E-4.3	Other (Specify)				
E-4.4	<u>professional fees</u>				\$46,488
E-4.5					
E-4.6					
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$1,569	\$1,800	\$1,200	\$900
E-5.2	Office equipment, rent & repair	\$4,350	\$5,800	\$5,800	\$4,400
E-5.3	Education	\$0	\$0	\$0	
E-5.4	Registrations	\$0	\$0	\$0	
E-5.5	Other (Specify)				
E-5.6	<u>postage</u>	\$1,383	\$1,800	\$1,600	\$1,600
E-5.7	<u>bank charge/misc</u>	\$3,642	\$4,205	\$4,505	\$4,505
E-5.8					
E-6	TOTAL ADMINISTRATION	\$182,385	\$224,110	\$220,344	\$215,768

Final Budget

Laramie County Conservation District

FYE 6/30/2021

OPERATIONS BUDGET

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
E-7	Personnel Services				
E-7.1	Wages--Operations	\$248,949	\$278,406	\$277,745	\$286,832
E-7.2	Service Contracts	\$10,412	\$8,736	\$12,132	
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	\$9,281	\$10,900	\$10,000	\$10,000
E-8.4	_____				
E-8.5	_____				
E-9	Operating supplies (List)				
E-9.1	maintenance/repairs	\$18,016	\$8,000	\$9,600	\$12,400
E-9.2	supplies	\$10,897	\$5,000	\$5,400	\$14,900
E-9.3	_____				
E-9.4	_____				
E-9.5	_____				
E-10	Program Services (List)				
E-10.1	Education program	\$19,483	\$25,650	\$25,150	\$27,870
E-10.2	Water program	\$84,739	\$12,566	\$1,441	\$1,255,531
E-10.3	Wildlife/Range program	\$36	\$1,000	\$1,000	\$80,756
E-10.4	Tree program	\$95,774	\$77,606	\$88,531	\$77,131
E-10.5	_____				
E-11	Contractual Arrangements (List)				
E-11.1	Living Snow Fence pro.	\$12,823	\$33,960	\$28,105	\$4,090
E-11.2	_____				
E-11.3	_____				
E-11.4	_____				
E-11.5	_____				
E-12	Other operations (Specify)				
E-12.1	special projects	\$5,955	\$14,263	\$19,170	\$18,170
E-12.2	building construction	\$0	\$69,136	\$2,007,012	\$2,119,738
E-12.3	_____				
E-12.4	_____				
E-12.5	_____				
E-13	TOTAL OPERATIONS	\$516,366	\$545,222	\$2,485,285	\$3,907,418

Final Budget

Laramie County Conservation District
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2021

GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking Account Balance	\$748,439	\$748,439	\$1,705,860	\$2,066,770
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)	\$288,000	\$288,000	\$425,150	\$560,000
C-1.6	Total Estimated Cash and Investments on Hand	\$1,036,439	\$1,036,439	\$2,131,010	\$2,626,770
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$288,000	\$308,000	\$425,150	\$560,000
C-2.3	Total Deductions (a+b)	\$288,000	\$308,000	\$425,150	\$560,000
C-2.4	Estimated Non-Restricted Funds Available	\$748,439	\$728,439	\$1,705,860	\$2,066,770

SINKING & DEBT SERVICE FUNDS

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
C-3	Beginning Balance in Reserve Account (end of previous year)	\$168,000	\$168,000	\$188,000	\$180,800
C-3.1	Beginning Balance in Reserve Account (end of previous year)	\$168,000	\$168,000	\$188,000	\$180,800
C-3.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.3	Amount to be added to the reserve		\$20,000	\$12,000	\$19,200
C-3.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.5	SUB-TOTAL	\$168,000	\$188,000	\$200,000	\$200,000
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	TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-3.12	Balance to be retained	\$168,000	\$188,000	\$200,000	\$200,000

RESERVES

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
C-4	Beginning Balance in Reserve Account (end of previous year)	\$227,657	\$0	\$0	
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$227,657	\$0	\$0	
C-4.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.3	Amount to be added to the reserve				
C-4.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.5	SUB-TOTAL	\$227,657	\$0	\$0	\$0
C-4.6	Identify the amount and project to be spent				
C-4.7	a. _____	\$227,657			
C-4.8	b. _____				
C-4.9	c. _____				
C-4.10	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.11	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$227,657	\$0	\$0	\$0
C-4.12	Balance to be retained	\$0	\$0	\$0	\$0

BOND FUNDS

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
C-5	Beginning Balance in Reserve Account (end of previous year)	\$120,000	\$120,000	\$120,000	\$120,000
C-5.1	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> _____				
C-5.3	Amount to be added to the reserve			\$105,150	\$240,000
C-5.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.5	SUB-TOTAL	\$120,000	\$120,000	\$225,150	\$360,000
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	\$120,000	\$120,000	\$225,150	\$360,000
C-5.9	TOTAL TO BE SPENT	\$227,657	\$0	\$0	\$0