

## Proposed Budget

<b>Laramie County Conservation District</b>	
<small>Budget Hearing Information</small>	
11221 U S Highway 30	<b>Location:</b> 11221 U S Highway 30
Cheyenne, WY 82009	<b>Date:</b> 5/29/2020
307-772-2600	<b>Time:</b> 2:43 PM
Laramie	<b>Budget Prepared by:</b> 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 \$105,149.51 to a Cash Reserve Account and \$12,046.47 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 \$225,149.51 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
<b>If Yes, enter</b>	
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

## PROPOSED BUDGET SUMMARY

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

REVENUE SUMMARY	2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-7 <b>Operating Revenues</b>	\$137,297	\$132,214	\$130,894	\$130,894
S-8 <b>Tax levy (From the County Treasurer)</b>	\$971,401	\$1,020,229	\$1,045,735	\$1,045,735
S-9 <b>Government Support</b>	\$23,824	\$19,441	\$112,635	\$112,635
S-10 <b>Grants</b>	\$151,951	\$443,559	\$1,403,777	\$1,403,777
S-11 <b>Other County Support (Not from Co. Treas.)</b>	\$0	\$0	\$0	\$0
S-12 <b>Miscellaneous</b>	\$17,570	\$11,000	\$14,400	\$14,400
S-13 <b>Other Forecasted Revenue</b>	\$0	\$0	\$0	\$0
S-14 <b>Total Revenue</b>	\$1,302,042	\$1,626,442	\$2,707,441	\$2,707,441

FY 7/1/20-6/30/21 Laramie County Conservation District

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

DEBT SUMMARY	2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-21 <b>Principal Paid on Debt</b>	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS	2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-22 <b>TOTAL GENERAL FUNDS</b>	\$748,439	\$748,439	\$1,705,860	\$1,705,860
<b>Summary of Reserve Funds</b>				
S-23 <b>Beginning Balance in Reserve Accounts</b>				
S-24 a. Sinking and Debt Service Funds	\$168,000	\$168,000	\$188,000	\$188,000
S-25 b. Reserves	\$227,657	\$0	\$0	\$0
S-26 c. Bond Funds	\$120,000	\$120,000	\$120,000	\$120,000
<b>Total Reserves (a+b+c)</b>	<b>\$515,657</b>	<b>\$288,000</b>	<b>\$308,000</b>	<b>\$308,000</b>
S-27 <b>Amount to be added</b>				
S-28 a. Sinking and Debt Service Funds	\$0	\$20,000	\$12,000	\$12,000
S-29 b. Reserves	\$0	\$0	\$0	\$0
S-30 c. Bond Funds	\$0	\$0	\$105,150	\$105,150
<b>Total to be added (a+b+c)</b>	<b>\$0</b>	<b>\$20,000</b>	<b>\$117,150</b>	<b>\$117,150</b>
S-31 <b>Subtotal</b>	\$515,657	\$308,000	\$425,150	\$425,150
S-32 <b>Less Total to be spent</b>	\$227,657	\$0	\$0	\$0
S-33 <b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	<b>\$288,000</b>	<b>\$308,000</b>	<b>\$425,150</b>	<b>\$425,150</b>

*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

# Proposed 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	Pending Approval
R-1	<b>Property Taxes and Assessments Received</b>				
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	Pending Approval
R-2	<b>Revenues from Other Governments</b>				
R-2.1	State Aid	\$8,824	\$9,441	\$102,635	\$102,635
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	
R-2.4	Other (Specify) _____	\$0	\$0	\$0	
R-2.5	<b>Total Government Support</b>	\$23,824	\$19,441	\$112,635	\$112,635
R-3	<b>Operating Revenues</b>				
R-3.1	Customer Charges	\$0	\$0	\$0	
R-3.2	Sales of Goods or Services	\$137,297	\$132,214	\$130,894	\$130,894
R-3.3	Other Assessments	\$0	\$0	\$0	
R-3.4	<b>Total Operating Revenues</b>	\$137,297	\$132,214	\$130,894	\$130,894
R-4	<b>Grants</b>				
R-4.1	Direct Federal Grants	\$0	\$0	\$0	
R-4.2	Federal Grants thru State Agencies	\$131,991	\$389,715	\$1,356,728	\$1,356,728
R-4.3	Grants from State Agencies	\$19,960	\$53,844	\$47,049	\$47,049
R-4.4	<b>Total Grants</b>	\$151,951	\$443,559	\$1,403,777	\$1,403,777
R-5	<b>Miscellaneous Revenue</b>				
R-5.1	Interest	\$10,719	\$6,200	\$9,200	\$9,200
R-5.2	Other: Specify _____	\$6,851	\$4,800	\$5,200	\$5,200
R-5.3	Other: Additional _____				
R-5.4	<b>Total Miscellaneous</b>	\$17,570	\$11,000	\$14,400	\$14,400
R-5.5	<b>Total Forecasted Revenue</b>	\$330,641	\$606,214	\$1,661,706	\$1,661,706
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

Laramie County Conservation District

FYE 6/30/2021

NAME OF DISTRICT/BOARD

## CAPITAL OUTLAY BUDGET

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
E-1	<b>Capital Outlay</b>				
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	\$1,000
E-1.4	Other (Specify)				
E-1.5	<u>computer software</u>	\$1,372	\$4,730	\$800	\$800
E-1.6	<u>field equipment</u>			\$300	\$300
E-1.7					
E-1.8	<b>TOTAL CAPITAL OUTLAY</b>	\$1,752	\$24,730	\$2,100	\$2,100

## ADMINISTRATION BUDGET

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
E-2	<b>Personnel Services</b>				
E-2.1	Administrator	\$60,398	\$61,194	\$65,902	\$65,902
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	<b>Board Expenses</b>				
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	\$12,100
E-3.5	<u>dues-all</u>	\$15,002	\$19,775	\$19,975	\$19,975
E-3.6					
E-4	<b>Contractual Services</b>				
E-4.1	Legal	\$31,551	\$50,000	\$46,488	\$46,488
E-4.2	Accounting/Auditing	\$13,200	\$13,200	\$13,500	\$13,500
E-4.3	Other (Specify)				
E-4.4					
E-4.5					
E-4.6					
E-5	<b>Other Administrative Expenses</b>				
E-5.1	Office Supplies	\$1,569	\$1,800	\$1,200	\$1,200
E-5.2	Office equipment, rent & repair	\$4,350	\$5,800	\$5,800	\$5,800
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	<b>TOTAL ADMINISTRATION</b>	\$182,385	\$224,110	\$220,344	\$220,344

# Proposed Budget

Laramie County Conservation District

FYE 6/30/2021

## OPERATIONS BUDGET

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
<b>E-7</b>	<b>Personnel Services</b>				
E-7.1	Wages--Operations	\$248,949	\$278,406	\$277,745	\$277,745
E-7.2	Service Contracts	\$10,412	\$8,736	\$12,132	\$12,132
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				
E-8.2	Other (Specify)				
E-8.3	fuel	\$9,281	\$10,900	\$10,000	\$10,000
E-8.4	_____				
E-8.5	_____				
<b>E-9</b>	<b>Operating supplies (List)</b>				
E-9.1	maintenance/repairs	\$18,016	\$8,000	\$9,600	\$9,600
E-9.2	supplies	\$10,897	\$5,000	\$5,400	\$5,400
E-9.3	_____				
E-9.4	_____				
E-9.5	_____				
<b>E-10</b>	<b>Program Services (List)</b>				
E-10.1	Education program	\$19,483	\$25,650	\$25,150	\$25,150
E-10.2	Water program	\$84,739	\$12,566	\$1,441	\$1,441
E-10.3	Wildlife/Range program	\$36	\$1,000	\$1,000	\$1,000
E-10.4	Tree program	\$95,774	\$77,606	\$88,531	\$88,531
E-10.5	_____				
<b>E-11</b>	<b>Contractual Arrangements (List)</b>				
E-11.1	Living Snow Fence pro.	\$12,823	\$33,960	\$28,105	\$28,105
E-11.2	_____				
E-11.3	_____				
E-11.4	_____				
E-11.5	_____				
<b>E-12</b>	<b>Other operations (Specify)</b>				
E-12.1	special projects	\$5,955	\$14,263	\$19,170	\$19,170
E-12.2	building construction	\$0	\$69,136	\$2,007,012	\$2,007,012
E-12.3	_____				
E-12.4	_____				
E-12.5	_____				
<b>E-13</b>	<b>TOTAL OPERATIONS</b>	<b>\$516,366</b>	<b>\$545,222</b>	<b>\$2,485,285</b>	<b>\$2,485,285</b>

**Proposed Budget**

Laramie County Conservation District

FYE 6/30/2021

**INDIRECT COSTS BUDGET**

			2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
<b>E-14</b>	<b>Insurance</b>					
E-14.1	Liability		\$3,858	\$4,023	\$3,792	\$3,792
E-14.2	Buildings and vehicles		\$6,106	\$8,000	\$8,000	\$8,000
E-14.3	Equipment		\$0	\$0	\$0	\$0
E-14.4	Other (Specify)					
E-14.5	Treasurer Bond		\$610	\$210	\$210	\$210
E-14.6						
E-14.7						
<b>E-15</b>	<b>Indirect payroll costs:</b>					
E-15.1	FICA (Social Security) taxes		\$25,066	\$17,845	\$26,907	\$26,907
E-15.2	Workers Compensation		\$8,650	\$8,529	\$8,403	\$8,403
E-15.3	Unemployment Taxes		\$756	\$625	\$625	\$625
E-15.4	Retirement		\$83,751	\$60,595	\$65,068	\$65,068
E-15.5	Health Insurance		\$113,949	\$111,587	\$125,872	\$125,872
E-15.6	Other (Specify)					
E-15.7						
E-15.8						
E-15.9						
<b>E-17</b>	<b>TOTAL INDIRECT COSTS</b>		\$242,745	\$211,413	\$238,877	\$238,877

**DEBT SERVICE BUDGET**

			2018-2019 Actual	2019-2020 Estimated	2020-2021 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

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

FYE 6/30/2021 \_\_\_\_\_

## GENERAL FUNDS

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

## SINKING & DEBT SERVICE FUNDS

	2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
<b>C-3</b>				
C-3.1 Beginning Balance in Reserve Account (end of previous year)	\$168,000	\$168,000	\$188,000	\$188,000
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	\$12,000
C-3.4 <i>Date of Reserve Approval in Minutes:</i> _____				
C-3.5 <b>SUB-TOTAL</b>	<b>\$168,000</b>	<b>\$188,000</b>	<b>\$200,000</b>	<b>\$200,000</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	\$168,000	\$188,000	\$200,000	\$200,000

## RESERVES

	2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
<b>C-4</b>				
C-4.1 Beginning Balance in Reserve Account (end of previous year)	\$227,657	\$0	\$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 <b>SUB-TOTAL</b>	<b>\$227,657</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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 <b>TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>	<b>\$227,657</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-4.12 Balance to be retained	\$0	\$0	\$0	\$0

## BOND FUNDS

	2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
<b>C-5</b>				
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	\$105,150
C-5.4 <i>Date of Reserve Approval in Minutes:</i> _____				
C-5.5 <b>SUB-TOTAL</b>	<b>\$120,000</b>	<b>\$120,000</b>	<b>\$225,150</b>	<b>\$225,150</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	\$120,000	\$120,000	\$225,150	\$225,150
C-5.9 <b>TOTAL TO BE SPENT</b>	<b>\$227,657</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>