

Proposed Budget

Campbell County Conservation District	
Budget Hearing Information	
601 4J Court Suite D	Location: 601 4J Court, Suite D
Gillette, WY 82716	Date: 7/9/2018
(307) 682-1824	Time: 4:10pm
Campbell County	Budget Prepared by: Jennifer Hinkhouse

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

Campbell County Conservation District (CCCD) continues to be fiscally conservative. For FY 2020 the budget includes \$ 675,994 in expenditures. CCCD is forecasting general funds and revenues for FY 2020 to be \$698,969 this includes grant funding as well as support from private sponsors, and county funding. FY 20 will have an increase in direct federal funding as a result of a large water quality project through the Wyoming Department of Environmental Qualities 319 program, which are federal pass through dollars. This project will also result in increased spending under CCCD's water quality program. Capital outlay for FY 20 is budgeted to be \$500 to replace an outdated printers. With some aging equipment repairs and maintenance expenditures will remain higher for FY 20. All accrued bills are paid at a special board meeting at the end of each fiscal year, thus resulting in minimal unpaid bills at the end of each fiscal year. All legally restricted funds are reviewed at the end of the fiscal year prior to carry over. These funds are held in an account separate from CCCD's general funds. The CCCD will take a portion of remaining funds at the end of the fiscal year and deposit them into our long term emergency fund. The district has an investment policy in place for these funds. The Campbell County Commissioners have provisionally recommended funding the district \$300,000, for FY 2020. This is a \$10,000 dollar increase from FY 19. CCCD continues to work on grant funding to support the Water/Range Technician and support conservation efforts in Campbell County. For FY 2020 CCCD will continue to offer education programs, water quality monitoring, seedling trees, and work toward new projects to meet the goals of our organization.

S-B RESERVE DESCRIPTION

The emergency reserves held by the District are reserved for emergencies such as floods, fires, and other natural disasters; as well as funds to operate the District for a nine month period, should local funding be reduced or removed. With the intent of securing alternative outside funding source, or to close the District. The capital reserve account it to replace the district vehical or equipment as needed.

S-C

Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week?
Lindsay Wood	2020	<input checked="" type="checkbox"/> Yes
Casey Elkins	2022	<p>If Yes, enter</p> <p>Address of office: 601 4J Court Suite D</p> <p>City, State, Zip: Gillette, WY 82716</p> <p>Phone Number: (307) 682-1824</p> <p>Hours Open: 7am to 4pm</p>
Jaime Tarver	2022	
BJ Clark	2022	
Richard Hauber	2020	

Where are the minutes of your board meeting available for public review?
 601 4J Court Suite D, Gillette, WY 82716

How and where are the notices of meeting posted for the public?
 Posted on the door, on the district website, and on social media

Where are the public meetings held?
 District Boardroom at 601 4J Court Suite D, Gillette, WY 82716

PROPOSED BUDGET SUMMARY

OVERVIEW		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$426,868	\$614,295	\$675,994	\$675,994
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$41,128	-\$115,814	\$0	\$0
S-4	Total General Fund and Forecasted Revenues Available	\$538,809	\$445,816	\$698,969	\$698,969
S-5	<i>Amount requested from County Commissioners</i>	\$279,000	\$290,000	\$300,000	\$300,000
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-7	Operating Revenues	\$8,505	\$6,000	\$10,000	\$10,000
S-8	Tax levy (From the County Treasurer)	\$0	\$0	\$0	\$0
S-9	Government Support	\$10,024	\$12,444	\$42,024	\$42,024
S-10	Grants	\$127,979	\$51,979	\$253,506	\$253,506
S-11	Other County Support (Not from Co. Treas.)	\$279,000	\$290,000	\$300,000	\$300,000
S-12	Miscellaneous	\$25,558	\$5,050	\$5,500	\$5,500
S-13	Other Forecasted Revenue	\$15,400	\$8,000	\$8,000	\$8,000

S-14	Total Revenue	\$466,466	\$373,473	\$619,029	\$619,029
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FY 7/1/19-6/30/20 Campbell County Conservation District

EXPENDITURE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
S-15	Capital Outlay	\$0	\$543	\$500	\$500
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$236,896	\$248,738	\$261,424	\$261,424
S-18	Operations	\$89,509	\$153,042	\$291,147	\$291,147
S-19	Indirect Costs	\$92,830	\$94,473	\$122,923	\$122,923
S-20R	Expenditures paid by Reserves	\$7,633	\$117,500	\$0	\$0
S-20	Total Expenditures	\$426,868	\$614,295	\$675,994	\$675,994

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	\$72,343	\$72,343	\$79,940	\$79,940

Summary of Reserve Funds

S-23	Beginning Balance in Reserve Accounts				
S-24	a. Depreciation Reserve	\$0	\$0	\$0	\$0
S-25	b. Other Reserve	\$187,046	\$228,174	\$112,359	\$112,359
S-26	c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$187,046	\$228,174	\$112,359	\$112,359
S-27	Amount to be added				
S-28	a. Depreciation Reserve	\$0	\$0	\$0	\$0
S-29	b. Other Reserve	\$48,761	\$1,686	\$0	\$0
S-30	c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$48,761	\$1,686	\$0	\$0
S-31	Subtotal	\$235,807	\$229,859	\$112,359	\$112,359
S-32	Less Total to be spent	\$7,633	\$117,500	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$228,174	\$112,359	\$112,359	\$112,359

End of Summary

Date adopted by Special District _____

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

DISTRICT ADDRESS: 601 4J Court Suite D
Gillette, WY 82716

PREPARED BY: Jennifer Hinkhouse

DISTRICT PHONE: (307) 682-1824

Proposed Budget

Campbell County Conservation District

FYE 6/30/2020

NAME OF DISTRICT/BOARD

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)				
R-1.2	Other County Support	\$279,000	\$290,000	\$300,000	\$300,000

FORECASTED REVENUE

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
R-2	Revenues from Other Governments				
R-2.1	State Aid	\$8,824	\$8,824	\$8,824	\$8,824
R-2.2	Additional County Aid (non-treasurer)	\$1,200	\$3,620	\$3,200	\$3,200
R-2.3	City (or Town) Aid	\$0	\$0	\$30,000	\$30,000
R-2.4	Other (Specify)				
R-2.5	Total Government Support	\$10,024	\$12,444	\$42,024	\$42,024
R-3	Operating Revenues				
R-3.1	Customer Charges				
R-3.2	Sales of Goods or Services	\$8,505	\$6,000	\$10,000	\$10,000
R-3.3	Other Assessments				
R-3.4	Total Operating Revenues	\$8,505	\$6,000	\$10,000	\$10,000
R-4	Grants				
R-4.1	Direct Federal Grants	\$10,000	\$16,063	\$80,000	\$80,000
R-4.2	Federal Grants thru State Agencies	\$58,181	\$34,114	\$171,704	\$171,704
R-4.3	Grants from State Agencies	\$59,798	\$1,802	\$1,802	\$1,802
R-4.4	Total Grants	\$127,979	\$51,979	\$253,506	\$253,506
R-5	Miscellaneous Revenue				
R-5.1	Interest	\$1,346	\$1,900	\$1,500	\$1,500
R-5.2	Other: Specify <u>Sponsorships</u>	\$23,210	\$3,150	\$4,000	\$4,000
R-5.3	Other: See Additional	\$1,002			
R-5.4	Total Miscellaneous	\$25,558	\$5,050	\$5,500	\$5,500
R-5.5	Total Forecasted Revenue	\$172,066	\$75,473	\$311,029	\$311,029
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	<u>BHNR Youth Camp</u>	\$7,900	\$8,000	\$8,000	\$8,000
R-6.4	<u>Timber Bonds</u>	\$7,500	\$0	\$0	
R-6.5	_____				
R-6.6	Total Other Forecasted Revenue (a+b)	\$15,400	\$8,000	\$8,000	\$8,000

Proposed Budget

Campbell 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				
E-1.2	Vehicles				
E-1.3	Office Equipment				
E-1.4	Other (Specify)				
E-1.5	<u>computers/ printers</u>	\$0	\$543	\$500	\$500
E-1.6					
E-1.7					
E-1.8	TOTAL CAPITAL OUTLAY	\$0	\$543	\$500	\$500

ADMINISTRATION BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
E-2	Personnel Services				
E-2.1	Administrator	\$72,566	\$72,556	\$75,347	\$75,347
E-2.2	Secretary				
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5	<u>Program Assistant</u>	\$54,537	\$54,536	\$56,634	\$56,634
E-2.6	<u>Education Coordinator</u>	\$38,512	\$38,512	\$39,993	\$39,993
E-2.7	see additional details	\$39,172	\$50,000	\$50,000	\$50,000
E-3	Board Expenses				
E-3.1	Travel	\$1,888	\$750	\$2,000	\$2,000
E-3.2	Mileage	\$0	\$600	\$1,000	\$1,000
E-3.3	Other (Specify)				
E-3.4	<u>Registrations</u>	\$1,060	\$400	\$1,200	\$1,200
E-3.5	<u>Other Board Expenses</u>	\$584	\$200	\$2,000	\$2,000
E-3.6					
E-4	Contractual Services				
E-4.1	Legal	\$0	\$500	\$1,500	\$1,500
E-4.2	Accounting/Auditing	\$7,945	\$8,000	\$8,000	\$8,000
E-4.3	Other (Specify)				
E-4.4	<u>Bank Expenses</u>	\$0	\$25	\$50	\$50
E-4.5	<u>Printing Services</u>	\$1,476	\$1,600	\$2,000	\$2,000
E-4.6	see additional details		\$2,772		
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$3,359	\$2,987	\$3,500	\$3,500
E-5.2	Office equipment, rent & repair	\$0	\$300	\$1,000	\$1,000
E-5.3	Education				
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	<u>Postage</u>	\$841	\$800	\$1,200	\$1,200
E-5.7	<u>Advertisement</u>	\$974	\$200	\$1,000	\$1,000
E-5.8	see additional details	\$13,982	\$14,000	\$15,000	\$15,000
E-6	TOTAL ADMINISTRATION	\$236,896	\$248,738	\$261,424	\$261,424

Proposed Budget

Campbell 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					
E-7.2	Service Contracts					
E-7.3	Other (Specify)					
E-7.4	_____					
E-7.5	_____					
E-7.6	_____					
E-8	Travel					
E-8.1	Mileage		\$1,993	\$2,000	\$2,500	\$2,500
E-8.2	Other (Specify)					
E-8.3	Employee- Training/Trave		\$4,411	\$5,000	\$5,500	\$5,500
E-8.4	Employee-Registrations		\$1,950	\$2,000	\$2,500	\$2,500
E-8.5	_____					
E-9	Operating supplies (List)					
E-9.1	Repaires/ Maintenance E		\$1,019	\$239	\$3,000	\$3,000
E-9.2	Gas and oil		\$1,495	\$1,800	\$2,500	\$2,500
E-9.3	_____					
E-9.4	_____					
E-9.5	_____					
E-10	Program Services (List)					
E-10.1	Education Materials		\$458	\$247	\$1,000	\$1,000
E-10.2	Program Expenses		\$25,832	\$116,154	\$10,000	\$10,000
E-10.3	Water Quality Expenses		\$37,185	\$11,102	\$167,147	\$167,147
E-10.4	RCCP		\$0	\$0	\$80,000	\$80,000
E-10.5	see additional details		\$7,961	\$8,000	\$8,000	\$8,000
E-11	Contractual Arrangements (List)					
E-11.1	_____					
E-11.2	_____					
E-11.3	_____					
E-11.4	_____					
E-11.5	_____					
E-12	Other operations (Specify)					
E-12.1	Employee Expenses-othe		\$1,213	\$1,500	\$2,000	\$2,000
E-12.2	Utilities		\$5,992	\$5,000	\$6,000	\$6,000
E-12.3	Building repaires/ Mainte		\$0	\$0	\$1,000	\$1,000
E-12.4	_____					
E-12.5	_____					
E-13	TOTAL OPERATIONS		\$89,509	\$153,042	\$291,147	\$291,147

Proposed Budget

Campbell 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	\$72,343	\$72,343	\$79,940	\$79,940
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)	\$228,174	\$228,174	\$112,359	\$112,359
C-1.6	Total Estimated Cash and Investments on Hand	\$300,517	\$300,517	\$192,299	\$192,299
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$228,174	\$112,359	\$112,359	\$112,359
C-2.3	Total Deductions (a+b)	\$228,174	\$112,359	\$112,359	\$112,359
C-2.4	Estimated Non-Restricted Funds Available	\$72,343	\$188,157	\$79,940	\$79,940

SINKING & DEBT SERVICE FUNDS

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
C-3					
C-3.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-3.2	Date of Reserve Approval in Minutes: _____				
C-3.3	Amount to be added to the reserve				
C-3.4	Date of Reserve Approval in Minutes: _____				
C-3.5	SUB-TOTAL	\$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	Date of Reserve Approval in Minutes: _____				
C-3.11	TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-3.12	Balance to be retained	\$0	\$0	\$0	\$0

RESERVES

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
C-4					
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$187,046	\$228,174	\$112,359	\$112,359
C-4.2	Date of Reserve Approval in Minutes: _____				
C-4.3	Amount to be added to the reserve	\$48,761	\$1,686		
C-4.4	Date of Reserve Approval in Minutes: _____				
C-4.5	SUB-TOTAL	\$235,807	\$229,859	\$112,359	\$112,359
C-4.6	Identify the amount and project to be spent				
C-4.7	a. Forestry Project		\$97,500		
C-4.8	b. FCAP	\$7,633			
C-4.9	c. See Additional Details		\$20,000		
C-4.10	Date of Reserve Approval in Minutes: _____				
C-4.11	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$7,633	\$117,500	\$0	\$0
C-4.12	Balance to be retained	\$228,174	\$112,359	\$112,359	\$112,359

BOND FUNDS

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Pending Approval
C-5					
C-5.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-5.2	Date of Reserve Approval in Minutes: _____				
C-5.3	Amount to be added to the reserve				
C-5.4	Date of Reserve Approval in Minutes: _____				
C-5.5	SUB-TOTAL	\$0	\$0	\$0	\$0
C-5.6	Identify the amount and project to be spent				
C-5.7	Date of Reserve Approval in Minutes: _____				
C-5.8	Balance to be retained	\$0	\$0	\$0	\$0
C-5.9	TOTAL TO BE SPENT	\$7,633	\$117,500	\$0	\$0

