

Final Budget

Campbell County Lodging Tax Joint Powers Board	
Budget Hearing Information	
PO Box 1393	Location: Campbell County Courthouse Chambers
Gillette, WY 82717	Date: 6/17/2019
307-686-0040	Time: 6pm
Campbell County	Budget Prepared by: Mary Silvernell

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

The lodging tax receipts for FY2018-19 have exceeded budget, so the FY2019-20 revenue budget has been increased accordingly. There are still funds budgeted to be used from Reserves to make up the difference between revenues and expenses for FY19-20. In FY2018-19, there was a four-month lapse of the sales position, creating a savings in that labor line, which will not be reflected in the FY2019-20 labor budget.

S-B RESERVE DESCRIPTION

The funds in Reserves are mostly from cash carry-over from FY2014-15, when the budget was \$525,000, but we took in \$735,000 in Lodging Tax receipts. There is also a Restricted account for the 10% MOU between Campbell County, City of Gillette, Town of Wright and Campbell County Lodging Tax JPB.

S-C

Names of Board Members	Date of End of Term
Curtis Burdette, Chair	12/31/20
Ken Barkey, Vice Chair	12/31/21
Kasie Wanke, Secy/Treasurer	12/31/20
Jessica Seders	12/31/19
Deb Schroeder	12/31/19
Paula Strohschein	12/31/20
Elizabeth (Betsy) Jones	12/31/21

Does the district have regular office hours exceeding 20 hours per week?	<input type="checkbox"/> Yes
If Yes, enter	
Address of office:	1810 S. Douglas Hwy., Ste. A
City, State, Zip:	Gillette, WY 82718
Phone Number:	307-686-0040
Hours Open:	Mon-Fri 8am to 4:30pm

Where are the minutes of your board meeting available for public review?
 At the office location, Gillette Visitor Center, 1810 S. Douglas Hwy., Ste. A, Gillette, WY 82718

How and where are the notices of meeting posted for the public?
 Via City of Gillette and Campbell County emails and website calendars

Where are the public meetings held?
 Usually at the George Amos Memorial Building meeting rooms, Gillette Ave., Gillette

FINAL BUDGET SUMMARY

OVERVIEW		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$616,183	\$553,483	\$565,683	\$565,683
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	\$46,605	\$45,000	\$45,000
S-4	Total General Fund and Forecasted Revenues Available	\$911,819	\$993,303	\$884,542	\$884,542
S-5	Amount requested from County Commissioners	\$376,005	\$460,000	\$450,000	\$450,000
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-7	Operating Revenues	\$14,254	\$8,300	\$7,800	\$7,800
S-8	Tax levy (From the County Treasurer)	\$376,005	\$460,000	\$450,000	\$450,000
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$0	\$0	\$0	\$0
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$19,757	\$23,200	\$21,200	\$21,200
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$410,016	\$491,500	\$479,000	\$479,000
FY 7/1/19-6/30/20		Campbell County Lodging Tax Joint Powers Board			

EXPENDITURE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-15	Capital Outlay	\$0	\$0	\$0	\$0
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$125,738	\$131,192	\$141,529	\$141,529
S-18	Operations	\$467,852	\$396,425	\$391,667	\$391,667
S-19	Indirect Costs	\$22,593	\$25,866	\$32,487	\$32,487
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$616,183	\$553,483	\$565,683	\$565,683

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

CASH AND INVESTMENTS		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-22	TOTAL GENERAL FUNDS	\$501,803	\$501,803	\$405,542	\$405,542
Summary of Reserve Funds					
S-23	Beginning Balance in Reserve Accounts				
S-24	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-25	b. Reserves	\$129,696	\$129,696	\$176,301	\$176,301
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$129,696	\$129,696	\$176,301	\$176,301
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$0	\$46,605	\$45,000	\$45,000
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$0	\$46,605	\$45,000	\$45,000
S-31	Subtotal	\$129,696	\$176,301	\$221,301	\$221,301
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$129,696	\$176,301	\$221,301	\$221,301

End of Summary

Budget Officer / District Official (if not same as "Submitted by") _____ Date adopted by Special District _____

DISTRICT ADDRESS: PO Box 1393
Gillette, WY 82717

PREPARED BY: Mary Silvernell

DISTRICT PHONE: 307-686-0040

Final Budget

Campbell County Lodging Tax Joint Powers Board
NAME OF DISTRICT/BOARD

FYE 6/30/2020

PROPERTY TAXES AND ASSESSMENTS

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
R-1	Property Taxes and Assessments Received				
R-1.1	Tax Levy (From the County Treasurer)	\$376,005	\$460,000	\$450,000	\$450,000
R-1.2	Other County Support				

FORECASTED REVENUE

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
R-2	Revenues from Other Governments				
R-2.1	State Aid				
R-2.2	Additional County Aid (non-treasurer)				
R-2.3	City (or Town) Aid				
R-2.4	Other (Specify)				
R-2.5	Total Government Support	\$0	\$0	\$0	\$0
R-3	Operating Revenues				
R-3.1	Customer Charges	\$12,757	\$8,000	\$7,500	\$7,500
R-3.2	Sales of Goods or Services	\$1,497	\$300	\$300	\$300
R-3.3	Other Assessments				
R-3.4	Total Operating Revenues	\$14,254	\$8,300	\$7,800	\$7,800
R-4	Grants				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies				
R-4.4	Total Grants	\$0	\$0	\$0	\$0
R-5	Miscellaneous Revenue				
R-5.1	Interest	\$4,557	\$8,000	\$6,000	\$6,000
R-5.2	Other: Specify				
R-5.3	Other: See Additional	\$15,200	\$15,200	\$15,200	\$15,200
R-5.4	Total Miscellaneous	\$19,757	\$23,200	\$21,200	\$21,200
R-5.5	Total Forecasted Revenue	\$34,011	\$31,500	\$29,000	\$29,000
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

Campbell County Lodging Tax Joint Powers Board

FYE 6/30/2020

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final 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	_____				
E-1.6	_____				
E-1.7					
E-1.8	TOTAL CAPITAL OUTLAY	\$0	\$0	\$0	\$0

ADMINISTRATION BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
E-2	Personnel Services				
E-2.1	Administrator	\$73,924	\$77,640	\$80,004	\$80,004
E-2.2	Secretary				
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5	Medical Insurance	\$9,040	\$11,031	\$11,884	\$11,884
E-2.6	Recruiting			\$3,000	\$3,000
E-2.7					
E-3	Board Expenses				
E-3.1	Travel				
E-3.2	Mileage	\$3,300	\$1,700	\$1,700	\$1,700
E-3.3	Other (Specify)				
E-3.4	Meals	\$3,500	\$2,200	\$2,400	\$2,400
E-3.5	_____				
E-3.6					
E-4	Contractual Services				
E-4.1	Legal	\$178	\$100	\$100	\$100
E-4.2	Accounting/Auditing	\$9,600	\$10,700	\$11,000	\$11,000
E-4.3	Other (Specify)				
E-4.4	Occupancy	\$6,001	\$15,201	\$15,201	\$15,201
E-4.5	_____				
E-4.6					
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$5,400	\$3,750	\$3,750	\$3,750
E-5.2	Office equipment, rent & repair	\$2,207	\$850	\$2,850	\$2,850
E-5.3	Education	\$5,000	\$4,000	\$5,000	\$5,000
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	Postage/Shipping	\$5,608	\$1,900	\$2,000	\$2,000
E-5.7	Cell Allowance	\$1,980	\$2,120	\$2,640	\$2,640
E-5.8					
E-6	TOTAL ADMINISTRATION	\$125,738	\$131,192	\$141,529	\$141,529

Final Budget

Campbell County Lodging Tax Joint Powers Board

FYE 6/30/2020

OPERATIONS BUDGET					
		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
E-7	Personnel Services				
E-7.1	Wages--Operations	\$25,512	\$58,200	\$46,610	\$46,610
E-7.2	Service Contracts				
E-7.3	Other (Specify)				
E-7.4	<u>DMO Sales Manager</u>	\$49,613	\$32,500	\$50,000	\$50,000
E-7.5	<u>Mine Tour Guides</u>	\$5,100	\$4,000	\$6,000	\$6,000
E-7.6					
E-8	Travel				
E-8.1	Mileage				
E-8.2	Other (Specify)				
E-8.3	<u>Sales Conferences</u>	\$16,890	\$17,000	\$8,100	\$8,100
E-8.4					
E-8.5					
E-9	Operating supplies (List)				
E-9.1	<u>Repairs and Maintenance</u>	\$406	\$2,400	\$5,000	\$5,000
E-9.2	<u>Marketing Giveaways</u>	\$0	\$2,700	\$500	\$500
E-9.3					
E-9.4					
E-9.5					
E-10	Program Services (List)				
E-10.1	<u>Grants</u>	\$39,000	\$42,530	\$55,000	\$55,000
E-10.2	<u>Brochures</u>	\$16,565	\$16,800	\$15,995	\$15,995
E-10.3	<u>Newsletters</u>	\$871	\$1,600	\$1,600	\$1,600
E-10.4	<u>Local Media Buys</u>	\$4,548	\$4,000	\$6,350	\$6,350
E-10.5					
E-11	Contractual Arrangements (List)				
E-11.1	<u>Adbay Ad Agency</u>	\$231,595	\$148,650	\$151,600	\$151,600
E-11.2	<u>Lamar Advertising</u>	\$39,950	\$9,965	\$0	
E-11.3	<u>Admail Bulk Email Service</u>	\$3,900	\$6,864	\$8,000	\$8,000
E-11.4	<u>iDss Sales Software</u>	\$2,810	\$4,551	\$3,600	\$3,600
E-11.5					
E-12	Other operations (Specify)				
E-12.1	<u>Conference Registrations</u>	\$13,904	\$16,755	\$9,402	\$9,402
E-12.2	<u>Utilities & Telephone</u>	\$15,517	\$8,910	\$8,910	\$8,910
E-12.3	<u>Website Maintenance</u>	\$1,671	\$19,000	\$15,000	\$15,000
E-12.4					
E-12.5					
E-13	TOTAL OPERATIONS	\$467,852	\$396,425	\$391,667	\$391,667

Final Budget

INDIRECT COSTS BUDGET

			2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
E-14	Insurance					
E-14.1	Liability					
E-14.2	Buildings and vehicles		\$2,533	\$7,586	\$6,782	\$6,782
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	<u>Board of Directors</u>			\$780	\$481	\$481
E-14.6						
E-14.7						
E-15	Indirect payroll costs:					
E-15.1	FICA (Social Security) taxes					
E-15.2	Workers Compensation					
E-15.3	Unemployment Taxes					
E-15.4	Retirement					
E-15.5	Health Insurance		\$9,060	\$6,500	\$11,884	\$11,884
E-15.6	Other (Specify)					
E-15.7	<u>Totals</u>		\$11,000	\$11,000	\$13,340	\$13,340
E-15.8						
E-15.9						
E-17	TOTAL INDIRECT COSTS		\$22,593	\$25,866	\$32,487	\$32,487

DEBT SERVICE BUDGET

			2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final 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

Final Budget

Campbell County Lodging Tax Joint Powers Board
NAME OF DISTRICT/BOARD

FYE 6/30/2020

GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2017-2018	2018-2019	2019-2020	Final Approval
		Actual	Estimated	Proposed	
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking Account Balance	\$37,683	\$37,683	\$1,500	\$1,500
C-1.2	Savings and Investments Account Balance	\$464,120	\$464,120	\$404,042	\$404,042
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$129,696	\$129,696	\$221,301	\$221,301
C-1.6	Total Estimated Cash and Investments on Hand	\$631,499	\$631,499	\$626,843	\$626,843
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$129,696	\$176,301	\$221,301	\$221,301
C-2.3	Total Deductions (a+b)	\$129,696	\$176,301	\$221,301	\$221,301
C-2.4	Estimated Non-Restricted Funds Available	\$501,803	\$455,198	\$405,542	\$405,542

SINKING & DEBT SERVICE FUNDS

		2017-2018	2018-2019	2019-2020	Final Approval
		Actual	Estimated	Proposed	
C-3	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
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	2018-2019	2019-2020	Final Approval
		Actual	Estimated	Proposed	
C-4	Beginning Balance in Reserve Account (end of previous year)	\$129,696	\$129,696	\$176,301	\$176,301
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$129,696	\$129,696	\$176,301	\$176,301
C-4.2	Date of Reserve Approval in Minutes: _____				
C-4.3	Amount to be added to the reserve		\$46,605	\$45,000	\$45,000
C-4.4	Date of Reserve Approval in Minutes: _____				
C-4.5	SUB-TOTAL	\$129,696	\$176,301	\$221,301	\$221,301
C-4.6	Identify the amount and project to be spent				
C-4.7	a. _____				
C-4.8	b. _____				
C-4.9	c. _____				
C-4.10	Date of Reserve Approval in Minutes: _____				
C-4.11	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained	\$129,696	\$176,301	\$221,301	\$221,301

BOND FUNDS

		2017-2018	2018-2019	2019-2020	Final Approval
		Actual	Estimated	Proposed	
C-5	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
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	\$0	\$0	\$0	\$0

