

# Proposed Budget

Saratoga-Encampment-Rawlins Conservation District			
		Budget Hearing Information	
P.O. Box 633		Location:	101 Cypress Avenue
Saratoga, WY 82331		Date:	7/20/2016
307-326-8156		Time:	4:00PM
Carbon		Budget Prepared by:	Jean Runner

**S-1 BUDGET MESSAGE** W.S. 16-4-104(d)

SERCDC operates on a cash basis. Field projects are the largest expenditure and the majority are funded with grants from local and state and federal agencies. Field projects have been increased significantly for FY16-17. All possible projects are included and some are multi-year endeavors. If the project does not materialize due to partner agencies schedules, weather, changes to the projects/grants, landowners not qualifying or withdrawing applications they are carried to the next FY. The District relies on the mill levy to operate.

## PROPOSED BUDGET SUMMARY

OVERVIEW	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-1 <b>Total Budgeted Expenditures</b>	\$538,744	\$535,215	\$1,114,290	\$1,114,290
S-2 <b>Total Principal to Pay on Debt</b>	\$0	\$0	\$0	\$0
S-3 <b>Total Change to Restricted Funds</b>	\$0	\$0	-\$161,134	-\$161,134
S-4 <b>Total General Fund and Forecasted Revenues</b>	\$575,639	\$460,173	\$953,156	\$953,156
S-5 <i>Amount requested from County Commissioners</i>	\$249,000	\$255,000	\$250,000	\$250,000
S-6 <b>Additional Funding Needed :</b>			<b>\$0</b>	<b>\$0</b>

REVENUE SUMMARY	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-7 <b>Operating Revenues</b>	\$15,636	\$16,290	\$13,704	\$13,704
S-8 <b>Tax levy (From the County Treasurer)</b>	\$326,624	\$308,934	\$250,000	\$250,000
S-9 <b>Government Support</b>	\$8,824	\$8,824	\$8,824	\$8,824
S-10 <b>Grants</b>	\$205,902	\$58,204	\$581,000	\$581,000
S-11 <b>Other County Support (Not from Co. Treas.)</b>	\$0	\$0	\$0	\$0
S-12 <b>Miscellaneous</b>	\$15,383	\$8,439	\$0	\$0
S-13 <b>Other Forecasted Revenue</b>	\$49,967	\$59,046	\$55,504	\$55,504
S-14 <b>Total Revenue</b>	\$622,336	\$460,173	\$909,032	\$909,032

<b>EXPENDITURE SUMMARY</b>		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-15	<b>Capital Outlay</b>	\$0	\$0	\$45,000	
S-16	<b>Interest and Fees On Debt</b>	\$0	\$0	\$0	
S-17	<b>Administration</b>	\$232,299	\$255,199	\$214,000	
S-18	<b>Operations</b>	\$306,445	\$303,949	\$818,390	
S-19	<b>Indirect Costs</b>	\$65,137	\$59,058	\$67,100	
S-20	<b>Total Expenditures</b>	\$603,881	\$618,206	\$1,144,490	

<b>DEBT SUMMARY</b>		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-21	<b>Principal Paid on Debt</b>	\$0	\$0	\$0	

<b>CASH AND INVESTMENTS</b>		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$337,669	\$276,500	\$293,324	

**Summary of Reserve Funds**

S-23	<b>Beginning Balance in Reserve Accounts</b>				
S-24	a. Depreciation Reserve	\$0	\$0	\$0	
S-25	b. Other Reserve	\$0	\$0	\$0	
S-26	c. Emergency Reserve (Cash)	\$312,405	\$313,376	\$314,376	
	<b>Total Reserves (a+b+c)</b>	\$312,405	\$313,376	\$314,376	
S-27	<b>Amount to be added</b>				
S-28	a. Depreciation Reserve	\$0	\$0	\$0	
S-29	b. Other Reserve	\$0	\$0	\$0	
S-30	c. Emergency Reserve (Cash)	\$0	\$0	\$0	
	<b>Total to be added (a+b+c)</b>	\$0	\$0	\$0	
S-31	<b>Subtotal</b>	\$312,405	\$313,376	\$314,376	
S-32	<b>Less Total to be spent</b>	\$0	\$0	\$161,134	
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	\$312,405	\$313,376	\$153,242	

*End of Summary*

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

**DISTRICT ADDRESS:** P.O. Box 633  
Saratoga, WY 82331  
**DISTRICT PHONE:** 307-326-8156  
**PREPARED BY:** Jean Runner

*Prepared in compliance with the Uniform Municipal Fiscal Procedures Act (W.S. 16-4-101 through 124) as it applies.  
 Form approved by Wyoming Department of Audit, Public Funds Division*



# Proposed Budget

Saratoga-Encampment-Rawlins Conservation District  
**NAME OF DISTRICT/BOARD**

FYE 6/30/2017

## PROPERTY TAXES AND ASSESSMENTS

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
R-1	<b>Property Taxes and Assessments Received</b>				
R-1.1	<b>Tax Levy (From the County Treasurer)</b>	\$326,624	\$308,934	\$250,000	
R-1.2	Other County Support				

## FORECASTED REVENUE

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
R-2	<b>Revenues from Other Governments</b>				
R-2.1	State Aid	\$8,824	\$8,824	\$8,824	
R-2.2	Additional County Aid (non-treasurer)				
R-2.3	City (or Town) Aid				
R-2.4	Other (Specify)				
R-2.5	<b>Total Government Support</b>	\$8,824	\$8,824	\$8,824	
R-3	<b>Operating Revenues</b>				
R-3.1	Customer Charges				
R-3.2	Sales of Goods or Services	\$15,636	\$16,290	\$13,704	
R-3.3	Other Assessments				
R-3.4	<b>Total Operating Revenues</b>	\$15,636	\$16,290	\$13,704	
R-4	<b>Grants</b>				
R-4.1	Direct Federal Grants	\$77,733	\$58,204	\$274,000	
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies	\$128,169	\$0	\$257,000	
R-4.4	<b>Total Grants</b>	\$205,902	\$58,204	\$531,000	
R-5	<b>Miscellaneous Revenue</b>				
R-5.1	Interest	\$792	\$800	\$900	
R-5.2	Other: Specify <u>rent, proj. reimb</u>	\$64,558	\$67,121	\$54,504	
R-5.3	Other: Additional				
R-5.4	<b>Total Miscellaneous</b>	\$65,350	\$67,921	\$55,404	
R-5.5	<b>Total Forecasted Revenue</b>	\$295,712	\$151,239	\$608,932	
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	

# Proposed Budget

Saratoga-Encampment-Rawlins Conservation District  
**NAME OF DISTRICT/BOARD**

FYE 6/30/2017

## CAPITAL OUTLAY BUDGET

			2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>E-1</b>	<b>Capital Outlay</b>					
E-1.1	Real Property					
E-1.2	Vehicles		\$0	\$0	\$45,000	
E-1.3	Office Equipment					
E-1.4	Other (Specify)					
E-1.5	_____					
E-1.6	_____					
E-1.7	_____					
E-1.8	<b>TOTAL CAPITAL OUTLAY</b>		\$0	\$0	\$45,000	

## ADMINISTRATION BUDGET

			2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>E-2</b>	<b>Personnel Services</b>					
E-2.1	Administrator		\$232,299	\$205,092	\$214,000	
E-2.2	Secretary					
E-2.3	Clerical					
E-2.4	Other (Specify)					
E-2.5	_____					
E-2.6	_____					
E-2.7	_____					
<b>E-3</b>	<b>Board Expenses</b>					
E-3.1	Travel					
E-3.2	Mileage		\$419	\$300	\$300	
E-3.3	Other (Specify)					
E-3.4	convention		\$1,799	\$1,000	\$2,000	
E-3.5	_____					
E-3.6	_____					
<b>E-4</b>	<b>Contractual Services</b>					
E-4.1	Legal		\$0	\$0	\$0	
E-4.2	Accounting/Auditing		\$0	\$0	\$0	
E-4.3	Other (Specify)					
E-4.4	NEPA, SGI		\$28,693	\$18,807	\$21,600	
E-4.5	_____					
E-4.6	_____					
<b>E-5</b>	<b>Other Administrative Expenses</b>					
E-5.1	Office Supplies		\$6,416	\$7,000	\$9,600	
E-5.2	Office equipment, rent & repair			\$23,000		
E-5.3	Education					
E-5.4	Registrations					
E-5.5	Other (Specify)					
E-5.6	_____					
E-5.7	_____					
E-5.8	_____					
<b>E-6</b>	<b>TOTAL ADMINISTRATION</b>		\$269,626	\$255,199	\$247,500	

# Proposed Budget

Saratoga-Encampment-Rawlins Conservation District

FYE 6/30/2017

## OPERATIONS BUDGET

			2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>E-7</b>	<b>Personnel Services</b>					
E-7.1	Wages--Operations		\$5,006	\$4,937	\$1,000	
E-7.2	Service Contracts					
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	staff-convention, trainings		\$9,221	\$7,660	\$9,960	
E-8.4	_____					
E-8.5	_____					
<b>E-9</b>	<b>Operating supplies (List)</b>					
E-9.1	on ground projects		\$5,609	\$33,385	\$45,430	
E-9.2	veh, fuel		\$5,080	\$6,767	\$11,400	
E-9.3	_____					
E-9.4	_____					
E-9.5	_____					
<b>E-10</b>	<b>Program Services (List)</b>					
E-10.1	seedlings, tanks		\$15,976	\$18,452	\$18,000	
E-10.2	comm. educ		\$5,164	\$9,600	\$9,600	
E-10.3	field projects		\$175,879	\$150,367	\$627,600	
E-10.4	_____					
E-10.5	_____					
<b>E-11</b>	<b>Contractual Arrangements (List)</b>					
E-11.1	_____					
E-11.2	_____					
E-11.3	_____					
E-11.4	_____					
E-11.5	_____					
<b>E-12</b>	<b>Other operations (Specify)</b>					
E-12.1	bdg maint, utilities		\$16,727	\$16,604	\$48,600	
E-12.2	tel, ads, postage		\$9,404	\$10,178	\$11,400	
E-12.3	dues, legal, prof		\$18,257	\$21,249	\$25,350	
E-12.4	tax, election fees		\$2,795	\$817	\$3,950	
E-12.5	_____					
<b>E-13</b>	<b>TOTAL OPERATIONS</b>		<b>\$269,118</b>	<b>\$280,016</b>	<b>\$812,290</b>	

# Proposed Budget

Saratoga-Encampment-Rawlins Conservation District

FYE 6/30/2017

## INDIRECT COSTS BUDGET

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>E-14</b>	<b>Insurance</b>				
E-14.1	Liability	\$760	\$2,222	\$2,300	\$2,300
E-14.2	Buildings and vehicles	\$4,366	\$5,682	\$5,800	\$5,800
E-14.3	Equipment				
E-14.4	Other (Specify)				
E-14.5	_____				
E-14.6	_____				
E-14.7	_____				
<b>E-15</b>	<b>Indirect payroll costs:</b>				
E-15.1	FICA (Social Security) taxes	\$10,355	\$8,800	\$9,000	\$9,000
E-15.2	Workers Compensation	\$3,570	\$3,521	\$3,700	\$3,700
E-15.3	Unemployment Taxes	\$344	\$200	\$300	\$300
E-15.4	Retirement	\$27,978	\$20,808	\$21,000	\$21,000
E-15.5	Health Insurance	\$17,764	\$17,825	\$25,000	\$25,000
E-15.6	Other (Specify)				
E-15.7	_____				
E-15.8	_____				
E-15.9	_____				
<b>E-16</b>	<b>Depreciation Expenses</b>				
<b>E-17</b>	<b>TOTAL INDIRECT COSTS</b>	<b>\$65,137</b>	<b>\$59,058</b>	<b>\$67,100</b>	<b>\$67,100</b>

## DEBT SERVICE BUDGET

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>D-1</b>	<b>Debt Service</b>				
D-1.1	Principal	\$0	\$0	\$0	
D-1.2	Interest	\$0	\$0	\$0	
D-1.3	Fees	\$0	\$0	\$0	
<b>D-2</b>	<b>TOTAL DEBT SERVICE</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# Proposed Budget

Saratoga-Encampment-Rawlins Conservation District  
**NAME OF DISTRICT/BOARD**

FYE 6/30/2017

## GENERAL FUNDS

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
C-1	<b>Balances at Beginning of Fiscal Year</b>				
C-1.1	General Fund Checking Account Balance	\$294,518	\$337,670	\$293,324	
C-1.2	Savings and Investments Account Balance				
C-1.3	General Fund CD Balance				
C-1.4	All Other Funds				
C-1.5	Reserves (From Below)	\$312,405	\$313,376	\$153,242	
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>	\$606,923	\$651,046	\$446,566	
C-2	<b>General Fund Reductions:</b>				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$312,405	\$313,376	\$153,242	
C-2.3	<b>Total Deductions (a+b)</b>	\$312,405	\$313,376	\$153,242	
C-2.4	<b>Estimated Non-Restricted Funds Available</b>	\$294,518	\$337,670	\$293,324	

## DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
C-3	<b>Beginning Balance in Reserve Account (end of previous year)</b>	\$0	\$0	\$0	
C-3.1	Beginning Balance in Reserve Account (end of previous year)	\$0	\$0	\$0	
C-3.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.3	Amount to be added to the reserve	\$0	\$0	\$0	
C-3.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.5	<b>SUB-TOTAL</b>	\$0	\$0	\$0	
C-3.6	Identify the amount to be spent from "Reserve for Capital Outlay"				
C-3.7	a. _____	\$0	\$0	\$0	
C-3.8	b. _____	\$0	\$0	\$0	
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>	\$0	\$0	\$0	
C-3.12	Balance to be retained in Depreciation Reserve Account	\$0	\$0	\$0	

## OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
C-4	<b>Beginning Balance in Reserve Account (end of previous year)</b>	\$0	\$0	\$0	
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$0	\$0	\$0	
C-4.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.3	Amount to be added to the reserve	\$0	\$0	\$0	
C-4.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.5	<b>SUB-TOTAL</b>	\$0	\$0	\$0	
C-4.6	"Other Reserves"				
C-4.7	a. _____	\$0	\$0	\$0	
C-4.8	b. _____	\$0	\$0	\$0	
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>	\$0	\$0	\$0	
C-4.12	Balance to be retained in Other Reserve Account	\$0	\$0	\$0	

## ASSIGNED FUND BALANCE (EMERGENCY RESERVE - NOT COMMITTED)

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
C-5	<b>Beginning Balance in Reserve Account (end of previous year)</b>	\$312,405	\$313,376	\$314,376	
C-5.1	Beginning Balance in Reserve Account (end of previous year)	\$312,405	\$313,376	\$314,376	
C-5.2	<i>Date of Reserve Approval in Minutes:</i> <u>approved &amp; ratified at each bd mtg</u>				
C-5.3	Amount to be added to the reserve		\$0	\$0	
C-5.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.5	<b>SUB-TOTAL</b>	\$312,405	\$313,376	\$314,376	
C-5.6	Amount to be spent from Emergency Reserve (Cash)	\$0	\$0	\$161,134	
C-5.7	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.8	Balance to be retained in Assigned Fund Balance	\$312,405	\$313,376	\$153,242	
C-5.9	<b>TOTAL TO BE SPENT</b>	\$0	\$0	\$161,134	