

Emailed
7-21-18



FY 7/1/18-6/30/19

Final Budget

Clear Creek Conservation District	
<small>Budget Hearing Information</small>	
621 West Fetterman Drive	Location: Buffalo, Wyoming
Buffalo, Wyoming 82834	Date: 7/17/2018
307-684-2526 ext 3001	Time: 6 P.M.
Johnson County	Budget Prepared by: Zach Byram

S-A BUDGET MESSAGE WS 18-4-1041

Clear Creek Conservation District (CCCD) has reviewed it's proposed expenses for FY18/19 and has made cuts in areas where it feels programs can still be maintained and carried out all with a reduction of funds. CCCD's requested mill levy amount is based on the amount needed to balance the budget.

Date 7-24-18

Mill 1

[Signature]
Chairman

S-B RESERVE DESCRIPTION

Assigned Fund Balance: As a commitment to financial prudence and careful stewardship of community assets and its recognition of its fiduciary responsibilities Clear Creek Conservation District (CCCD) has set forth the following policy in regards to funds held in a Reserve/Natural Disaster Emergency fund: CCCD will hold up to \$5,000,000 in a reserve account and all the funds held therein will be expended pursuant to the following prioritization: 1) Initially, the funds will be used to fund an emergency, unforeseen, unplanned event, or large

Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week?
Ryan Fieldgrove	11/8/18	<input type="checkbox"/> Yes
Luke Todd	11/8/20	
Priscilla Welles	11/8/18	
Travis Rule	11/8/20	
Virginia Walt	11/8/18	

If Yes, enter
 Address of office: 621 West Fetterman Drive
 City, State, Zip: Buffalo, Wyoming 82834
 Phone Number: 307-684-2526 ext 3001
 Hours Open: M-F 8 a.m. - 5 p.m.

Where are the minutes of your board meeting available for public review?
On the Johnson County website.

How and where are the notices of meeting posted for the public?
They are posted in the Buffalo Bulletin in a manner that follows our legal requirements.

Where are the public meetings held?
At the District office, 621 West Fetterman Drive Buffalo, Wyoming 82834

FINAL BUDGET SUMMARY

OVERVIEW		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$368,011	\$425,354	\$348,805	\$348,805
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$23,790	\$36,693	\$35,000	\$35,000
S-4	Total General Fund and Forecasted Revenues Available	\$898,719	\$1,141,970	\$1,079,206	\$1,079,206
S-5	Amount requested from County Commissioners	\$87,291	\$260,302	\$224,164	\$224,164
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
S-7	Operating Revenues	\$20,648	\$39,680	\$37,730	\$37,730
S-8	Tax levy (From the County Treasurer)	\$87,291	\$260,302	\$224,164	\$224,164
S-9	Government Support	\$11,824	\$12,824	\$12,824	\$12,824
S-10	Grants	\$0	\$0	\$30,000	\$30,000
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$392	\$600	\$37,143	\$37,143
S-13	Other Forecasted Revenue	\$0	\$30,000	\$30,000	\$30,000

S-14	Total Revenue	\$100,155	\$343,406	\$371,861	\$371,861
FY 7/1/18-6/30/19					

EXPENDITURE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 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	\$109,424	\$133,814	\$133,505	\$133,505
S-18	Operations	\$226,356	\$255,000	\$198,350	\$198,350
S-19	Indirect Costs	\$32,231	\$36,540	\$16,950	\$16,950
S-20	Total Expenditures	\$368,011	\$425,354	\$348,805	\$348,805

DEBT SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
S-22	TOTAL GENERAL FUNDS	\$798,564	\$798,564	\$707,345	\$707,345

Summary of Reserve Funds

S-23	Beginning Balance in Reserve Accounts	\$0	\$0	\$0	\$0
S-24	a. Depreciation Reserve	\$0	\$0	\$0	\$0
S-25	b. Other Reserve	\$3,894,622	\$3,918,412	\$3,955,105	\$3,955,105
S-26	c. Emergency Reserve (Cash)	\$3,894,622	\$3,918,412	\$3,955,105	\$3,955,105
	Total Reserves (a+b+c)				
S-27	Amount to be added	\$0	\$0	\$0	\$0
S-28	a. Depreciation Reserve	\$0	\$0	\$0	\$0
S-29	b. Other Reserve	\$23,790	\$36,693	\$35,000	\$35,000
S-30	c. Emergency Reserve (Cash)	\$23,790	\$36,693	\$35,000	\$35,000
	Total to be added (a+b+c)				
S-31	Subtotal	\$3,918,412	\$3,955,105	\$3,990,105	\$3,990,105
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$3,918,412	\$3,955,105	\$3,990,105	\$3,990,105

End of Summary


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

Date adopted by Special District 7/17/2018

DISTRICT ADDRESS: 621 West Feltner Drive
Buffalo, Wyoming 82834

PREPARED BY: Zach Byram

DISTRICT PHONE: 307-684-2525 ext 3001

Final Budget

Clear Creek Conservation District
 NAME OF DISTRICT/BOARD

FYE 6/30/2019

PROPERTY TAXES AND ASSESSMENTS

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
R-1	Property Taxes and Assessments Received				
R-1.1	Tax Levy (From the County Treasurer)	\$67,291	\$260,302	\$224,164	\$224,164
R-1.2	Other County Support				

FORECASTED REVENUE

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final 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)	\$3,000	\$4,000	\$4,000	\$4,000
R-2.3	City (or Town) Aid				
R-2.4	Other (Specify)				
R-2.5	Total Government Support	\$11,824	\$12,824	\$12,824	\$12,824
R-3	Operating Revenues				
R-3.1	Customer Charges				
R-3.2	Sales of Goods or Services	\$20,648	\$39,680	\$37,730	\$37,730
R-3.3	Other Assessments				
R-3.4	Total Operating Revenues	\$20,648	\$39,680	\$37,730	\$37,730
R-4	Grants				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies			\$30,000	\$30,000
R-4.3	Grants from State Agencies				
R-4.4	Total Grants	\$0	\$0	\$30,000	\$30,000
R-5	Miscellaneous Revenue				
R-5.1	Interest	\$392	\$450	\$37,143	\$37,143
R-5.2	Other: Specify <u>Subdivision review</u>		\$150	\$0	
R-5.3	Other: Additional				
R-5.4	Total Miscellaneous	\$392	\$600	\$37,143	\$37,143
R-5.5	Total Forecasted Revenue	\$32,864	\$53,104	\$117,697	\$117,697
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	Motor Vehicle Taxes		\$30,000	\$30,000	\$30,000
R-6.4					
R-6.5					
R-6.6	Total Other Forecasted Revenue (a+b)	\$0	\$30,000	\$30,000	\$30,000

Final Budget

Clear Creek Conservation District
NAME OF DISTRICT/BOARD

FYE 6/30/2019

CAPITAL OUTLAY BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
E-1	Capital Outlay				
E-1.1	Real Property			\$0	
E-1.2	Vehicles			\$0	
E-1.3	Office Equipment			\$0	
E-1.4	Other (Specify)				
E-1.5	_____			\$0	
E-1.6	_____			\$0	
E-1.7	_____				
E-1.8	TOTAL CAPITAL OUTLAY	\$0	\$0	\$0	\$0

ADMINISTRATION BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
E-2	Personnel Services				
E-2.1	Administrator	\$54,241	\$48,548	\$65,089	\$65,089
E-2.2	Secretary	\$14,643	\$18,000	\$18,000	\$18,000
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5	_____				
E-2.6	_____				
E-2.7	_____				
E-3	Board Expenses				
E-3.1	Travel				
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4	Meetings(Board/Area/Sta	\$5,271	\$8,250	\$4,900	\$4,900
E-3.5	Bond	\$1,634	\$1,634	\$1,634	\$1,634
E-3.6	see additional details	\$5,079	\$4,025	\$3,275	\$3,275
E-4	Contractual Services				
E-4.1	Legal	\$0	\$0	\$0	
E-4.2	Accounting/Auditing	\$10,500	\$11,000	\$1,500	\$1,500
E-4.3	Other (Specify)				
E-4.4	_____				
E-4.5	_____				
E-4.6	_____				
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$1,640	\$4,500	\$2,500	\$2,500
E-5.2	Office equipment, rent & repair	\$0	\$20,500	\$14,100	\$14,100
E-5.3	Education	\$0	\$3,500	\$1,000	\$1,000
E-5.4	Registrations	\$13,357	\$13,357	\$13,357	\$13,357
E-5.5	Other (Specify)				
E-5.6	Advertising	\$2,636	\$500	\$4,500	\$4,500
E-5.7	Data Storage/Website	\$423		\$150	\$150
E-5.8	see additional details			\$3,500	\$3,500
E-6	TOTAL ADMINISTRATION	\$109,424	\$133,814	\$133,505	\$133,505

Final Budget

Clear Creek Conservation District

FYE 6/30/2019

OPERATIONS BUDGET		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
E-7	Personnel Services				
E-7.1	Wages--Operations	\$0	\$0	\$0	
E-7.2	Service Contracts	\$0	\$0	\$0	
E-7.3	Other (Specify)				
E-7.4	_____	\$0	\$0	\$0	
E-7.5	_____	\$0	\$0	\$0	
E-7.6	_____				
E-8	Travel				
E-8.1	Mileage	\$0	\$0	\$0	
E-8.2	Other (Specify)				
E-8.3	_____	\$0	\$0	\$0	
E-8.4	_____	\$0	\$0	\$0	
E-8.5	_____				
E-9	Operating supplies (List)				
E-9.1	_____	\$0	\$0	\$0	
E-9.2	_____	\$0	\$0	\$0	
E-9.3	_____	\$0	\$0	\$0	
E-9.4	_____	\$0	\$0	\$0	
E-9.5	_____				
E-10	Program Services (List)				
E-10.1	ConservationProgramSup	\$6,432	\$7,500	\$3,500	\$3,500
E-10.2	Rainbarrels/Composters/A	\$1,240	\$0	\$1,000	\$1,000
E-10.3	CostShare/ContractualSe	\$129,863	\$167,800	\$55,000	\$55,000
E-10.4	Tree Program/SpecialTre	\$26,837	\$35,200	\$35,000	\$35,000
E-10.5	see additional details	\$32,859	\$39,500	\$31,000	\$31,000
E-11	Contractual Arrangements (List)				
E-11.1	_____	\$0	\$0	\$0	
E-11.2	_____	\$0	\$0	\$0	
E-11.3	_____	\$0	\$0	\$0	
E-11.4	_____	\$0	\$0	\$0	
E-11.5	_____				
E-12	Other operations (Specify)				
E-12.1	SpecialProjects/FishBarr	\$27,474	\$5,000	\$69,500	\$69,500
E-12.2	Signs	\$0	\$0	\$3,000	\$3,000
E-12.3	Annual Report	\$373	\$0	\$350	\$350
E-12.4	Long Range Plan	\$1,278	\$0	\$0	
E-12.5	_____				
E-13	TOTAL OPERATIONS	\$226,356	\$255,000	\$198,350	\$198,350

Final Budget

Clear Creek Conservation District

FYE 6/30/2019

INDIRECT COSTS BUDGET					
		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
E-14	Insurance				
E-14.1	Liability	\$929	\$1,000	\$1,000	\$1,000
E-14.2	Buildings and vehicles	\$0	\$0	\$0	
E-14.3	Equipment	\$0	\$0	\$0	
E-14.4	Other (Specify)				
E-14.5	_____	\$0	\$0	\$0	
E-14.6	_____	\$0	\$0	\$0	
E-14.7					
E-15	Indirect payroll costs:				
E-15.1	FICA (Social Security) taxes	\$19,054	\$20,000	\$6,500	\$6,500
E-15.2	Workers Compensation	\$1,098	\$1,500	\$1,500	\$1,500
E-15.3	Unemployment Taxes	\$120	\$300	\$300	\$300
E-15.4	Retirement	\$10,938	\$13,500	\$7,500	\$7,500
E-15.5	Health Insurance	\$0	\$0	\$0	
E-15.6	Other (Specify)	\$0	\$0	\$0	
E-15.7	Auto Insurance	\$92	\$240	\$150	\$150
E-15.8	_____	\$0	\$0	\$0	
E-15.9					
E-16	Depreciation Expenses	\$0	\$0	\$0	
E-17	TOTAL INDIRECT COSTS	\$32,231	\$36,540	\$16,950	\$16,950

DEBT SERVICE BUDGET					
		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
D-1	Debt Service				
D-1.1	Principal	\$0	\$0	\$0	
D-1.2	Interest	\$0	\$0	\$0	
D-1.3	Fees	\$0	\$0	\$0	
D-2	TOTAL DEBT SERVICE	\$0	\$0	\$0	\$0

Final Budget

Clear Creek Conservation District
NAME OF DISTRICT/BOARD

FYE 6/30/2019

GENERAL FUNDS					
		End of Year	Beginning	Beginning	
		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking Account Balance	\$798,564	\$798,564	\$707,345	\$707,345
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)	\$3,894,622	\$3,894,622	\$3,955,105	\$3,990,105
C-1.6	Total Estimated Cash and Investments on Hand	\$4,693,186	\$4,693,186	\$4,662,450	\$4,697,450
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$3,918,412	\$3,955,105	\$3,990,105	\$3,990,105
C-2.3	Total Deductions (a+b)	\$3,918,412	\$3,955,105	\$3,990,105	\$3,990,105
C-2.4	Estimated Non-Restricted Funds Available	\$774,774	\$738,081	\$672,345	\$707,345

DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)					
		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
C-3	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-3.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.3	Amount to be added to the reserve				
C-3.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.5	SUB-TOTAL	\$0	\$0	\$0	\$0
C-3.6	Identify the amount to be spent from "Reserve for Capital Outlay"				
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 in Depreciation Reserve Account	\$0	\$0	\$0	\$0

OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)					
		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
C-4	Beginning Balance in Reserve Account (end of previous year)		\$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	\$0	\$0	\$0	\$0
C-4.6	Identify the amount and project to be spent from "Other"				
C-4.7	a. _____				
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)	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained in Other Reserve Account	\$0	\$0	\$0	\$0

ASSIGNED FUND BALANCE (EMERGENCY RESERVE - NOT COMMITTED)					
		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
C-5	Beginning Balance in Reserve Account (end of previous year)	\$3,894,622	\$3,918,412	\$3,955,105	\$3,955,105
C-5.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.3	Amount to be added to the reserve	\$23,790	\$36,093	\$35,000	\$35,000
C-5.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.5	SUB-TOTAL	\$3,918,412	\$3,955,105	\$3,990,105	\$3,990,105
C-5.6	Amount to be spent from Emergency Reserve (Cash)				
C-5.7	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.8	Balance to be retained in Assigned Fund Balance	\$3,918,412	\$3,955,105	\$3,990,105	\$3,990,105
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0

