

Final Budget

Powder River Conservation District	
Budget Hearing Information	
350 Nolan Avenue	Location: PRCD Office
Kaycee, WY 82639	Date: 7/10/2018
307-738-2321	Time: 6:30 PM
Johnson County	Budget Prepared by: Anita M Bartlett

S-A BUDGET MESSAGE WY S 16-4-104;3

Having spent the past few year working on Emergency Watershed Protection Projects in partnership with the NRCS, this year the District will be refocusing on their normal projects. Those projects include: local cost share programs to promote conservation practices suc as stock water development, fencing, irrigation improvements, and tree plantings; conservation and natural resource education programs will be offered through workshops with the general public and our Ag in the Classroom activities which are done with the Kaycee Schools. Trees, rain barrels, composters, weed barrier, drip irrigation parts, irrigation dam material, and recycling bins will continued to be offered to the public, the district also provides/participated in several events through out the year such as a well water testing day to promote good water quality in our drinking water, household hazardous waste day to help recycle items that can not be taken to our local landfills, and Arbor Day to assist the Town of Kaycee to retain their Tree City USA status. This year the distrcit has set aside some funds to continue some general maintance in the HJP EWP project.

S-B RESERVE DESCRIPTION

The PRCD will hold \$705,000 in reserve. These reserves are for: 1. The PRCD will hold \$300,000 in emergency reserves to be used in the event of any emergency(unexpected) project that should arise (ie: flood, fire) 2. The PRCD will hold \$200,000 in reserves to cover one year of operation cost in the event local funding is reduced or removed. As well, they will keep an additional \$200,000 in reserves to cover two years of administrative cost to continue to fund the district as they find other avenues of funding. 3. The PRCD will hold \$5,000 in capital reserves.

S-C

Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week?
William Jones	2020	<input checked="" type="checkbox"/> yes
Kevin Lund	2018	If Yes, enter Address of office: 350 Nolan Avenue City, State, Zip: Kaycee, WY 82639 Phone Number: 307-738-2321 Hours Open: 7:30 am-Noon & 12:30-4:00 pm M-F
Dan Mahoney	2018	
George Renkert	2020	
Wade Cunuchet	2018	

Where are the minutes of your board meeting available for public review?
 The PRCD District Office and the Johnson County WY Website

How and where are the notices of meeting posted for the public?
 They are posted/published in the Kaycee Community Voice

Where are the public meetings held?
 At the PRCD Office

FINAL BUDGET SUMMARY

OVERVIEW		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$871,970	\$1,091,643	\$222,584	\$222,584
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	\$0	\$0	\$0
S-4	Total General Fund and Forecasted Revenues Available	\$833,576	\$1,122,477	\$327,402	\$348,761
S-5	Amount requested from County Commissioners	\$177,751	\$145,026	\$146,000	\$151,601
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
S-7	Operating Revenues	\$5,025	\$3,860	\$3,900	\$3,900
S-8	Tax levy (From the County Treasurer)	\$177,751	\$145,026	\$146,000	\$151,601
S-9	Government Support	\$11,545	\$10,102	\$10,824	\$10,824
S-10	Grants	\$0	\$0	\$0	\$0
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$1,091	\$656	\$1,100	\$1,100
S-13	Other Forecasted Revenue	\$442,467	\$767,136	\$0	\$5,976
S-14	Total Revenue	\$637,878	\$926,779	\$161,824	\$173,401

Powder River Conservation District
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	\$64,748	\$71,139	\$75,619	\$75,619
S-18	Operations	\$791,451	\$1,003,948	\$129,803	\$129,803
S-19	Indirect Costs	\$15,770	\$16,556	\$17,163	\$17,163
S-20	Total Expenditures	\$871,970	\$1,091,643	\$222,584	\$222,584

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	\$195,698	\$195,698	\$165,578	\$175,360

Summary of Reserve Funds

S-23	Beginning Balance in Reserve Accounts				
S-24	a Depreciation Reserve	\$5,000	\$5,000	\$5,000	\$5,000
S-25	b Other Reserve	\$0	\$0	\$0	\$0
S-26	c Emergency Reserve (Cash)	\$700,000	\$700,000	\$700,000	\$700,000
	Total Reserves (a+b+c)	\$705,000	\$705,000	\$705,000	\$705,000
S-27	Amount to be added				
S-28	a Depreciation Reserve	\$0	\$0	\$0	\$0
S-29	b Other Reserve	\$0	\$0	\$0	\$0
S-30	c Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$0	\$0	\$0	\$0
S-31	Subtotal	\$705,000	\$705,000	\$705,000	\$705,000
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$705,000	\$705,000	\$705,000	\$705,000

End of Summary

Wade C. Carter
Budget Officer / District Official (if not same as "Submitted by")

Date adopted by Special District 7/10/18

DISTRICT ADDRESS: 350 Nolan Avenue
Kaycee, WY 82639

PREPARED BY: Anita M Bartlett

DISTRICT PHONE: 307-738-2321

Final Budget

Powder River 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)	\$177,751	\$145,026	\$146,000	\$151,601
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)				
R-2.3	City (or Town) Aid				
R-2.4	Other (Specify) Lab Funds	\$2,721	\$1,278	\$2,000	\$2,000
R-2.5	Total Government Support	\$11,545	\$10,102	\$10,824	\$10,824
R-3	Operating Revenues				
R-3.1	Customer Charges	\$1,133	\$1,360	\$1,400	\$1,400
R-3.2	Sales of Goods or Services	\$3,372	\$2,500	\$2,500	\$2,500
R-3.3	Other Assessments	\$520	\$0	\$0	
R-3.4	Total Operating Revenues	\$5,025	\$3,860	\$3,900	\$3,900
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	\$890	\$600	\$900	\$900
R-5.2	Other: Specify Misc	\$201	\$56	\$200	\$200
R-5.3	Other: Additional				
R-5.4	Total Miscellaneous	\$1,091	\$656	\$1,100	\$1,100
R-5.5	Total Forecasted Revenue	\$17,660	\$14,617	\$15,824	\$15,824
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	NRCS-EWP	\$442,467	\$767,136	\$0	
R-6.4	Motor Vehicle Fees				\$5,976
R-6.5					
R-6.6	Total Other Forecasted Revenue (a+b)	\$442,467	\$767,136	\$0	\$5,976

Final Budget

Powder River 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	\$0	\$0	
E-1.2	Vehicles	\$0	\$0	\$0	
E-1.3	Office Equipment	\$0	\$0	\$0	
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

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
E-2	Personnel Services				
E-2.1	Administrator	\$41,146	\$42,179	\$46,179	\$46,179
E-2.2	Secretary				
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	\$435	\$400	\$400	\$400
E-3.2	Mileage	\$927	\$1,000	\$1,000	\$1,000
E-3.3	Other (Specify)				
E-3.4	Education	\$0	\$0	\$0	
E-3.5	_____				
E-3.6	_____				
E-4	Contractual Services				
E-4.1	Legal	\$0	\$2,500	\$2,500	\$2,500
E-4.2	Accounting/Auditing	\$2,320	\$5,000	\$5,000	\$5,000
E-4.3	Other (Specify)				
E-4.4	Advertising	\$465	\$600	\$600	\$600
E-4.5	Website	\$300	\$260	\$240	\$240
E-4.6	_____				
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$2,292	\$2,000	\$2,500	\$2,500
E-5.2	Office equipment, rent & repair	\$0	\$100	\$100	\$100
E-5.3	Education	\$85	\$100	\$100	\$100
E-5.4	Registrations	\$15,107	\$15,000	\$15,000	\$15,000
E-5.5	Other (Specify)				
E-5.6	Postage	\$1,037	\$1,000	\$1,000	\$1,000
E-5.7	Misc	\$636	\$1,000	\$1,000	\$1,000
E-5.8	_____				
E-6	TOTAL ADMINISTRATION	\$64,748	\$71,139	\$75,619	\$75,619

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OPERATIONS BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final 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	\$2,293	\$2,800	\$2,800	\$2,800
E-8 2	Other (Specify)				
E-8 3	Meals	\$325	\$350	\$350	\$350
E-8 4	Rooms	\$846	\$850	\$850	\$850
E-8 5	_____				
E-9	Operating supplies (List)				
E-9 1	Sales	\$6,338	\$7,500	\$7,500	\$7,500
E-9 2	_____				
E-9 3	_____				
E-9 4	_____				
E-9 5	_____				
E-10	Program Services (List)				
E-10 1	Cost Share	\$80,059	\$65,000	\$85,000	\$85,000
E-10 2	Stock Trail	\$201	\$3,542	\$3,542	\$3,542
E-10 3	Water Quality	\$3,236	\$5,000	\$5,000	\$5,000
E-10 4	District Projects	\$3,231	\$3,500	\$3,500	\$3,500
E-10 5	_____				
E-11	Contractual Arrangements (List)				
E-11 1	Janitorial	\$3,000	\$3,000	\$3,000	\$3,000
E-11 2	Rent	\$5,316	\$5,306	\$5,305	\$5,305
E-11 3	Elections	\$856	\$0	\$856	\$856
E-11 4	EWP	\$680,172	\$900,000	\$5,000	\$5,000
E-11 5	_____				
E-12	Other operations (Specify)				
E-12 1	Meetings	\$1,532	\$2,000	\$2,000	\$2,000
E-12 2	Sales Tax	\$182	\$400	\$400	\$400
E-12 3	Utilities	\$3,256	\$3,700	\$3,700	\$3,700
E-12 4	Public Education	\$608	\$1,000	\$1,000	\$1,000
E-12 5	_____				
E-13	TOTAL OPERATIONS	\$791,451	\$1,003,948	\$129,803	\$129,803

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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	\$500	\$540	\$540	\$540
E-14 2	Buildings and vehicles				
E-14 3	Equipment				
E-14 4	Other (Specify)				
E-14 5	<u>Bond</u>	\$307	\$307	\$307	\$307
E-14 6					
E-14 7					
E-15	Indirect payroll costs:				
E-15 1	FICA (Social Security) taxes	\$3,144	\$3,300	\$3,500	\$3,500
E-15 2	Workers Compensation	\$1,154	\$1,300	\$1,500	\$1,500
E-15 3	Unemployment Taxes				
E-15 4	Retirement	\$2,048	\$2,109	\$2,309	\$2,309
E-15 5	Health Insurance	\$8,617	\$9,000	\$9,007	\$9,007
E-15 6	Other (Specify)				
E-15 7					
E-15 8					
E-15 9					
E-16	Depreciation Expenses				
E-17	TOTAL INDIRECT COSTS	\$15,770	\$16,556	\$17,163	\$17,163

DEBT SERVICE BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 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

Powder River 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	\$98,698	\$98,698	\$83,578	\$93,360
C-1.2	Savings and Investments Account Balance	\$97,000	\$97,000	\$82,000	\$82,000
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$705,000	\$705,000	\$705,000	\$705,000
C-1.6	Total Estimated Cash and Investments on Hand	\$900,698	\$900,698	\$870,578	\$880,360
C-2	General Fund Reductions:				
C-2.1	a Unpaid bills at FYE				
C-2.2	b Reserves	\$705,000	\$705,000	\$705,000	\$705,000
C-2.3	Total Deductions (a+b)	\$705,000	\$705,000	\$705,000	\$705,000
C-2.4	Estimated Non-Restricted Funds Available	\$195,698	\$195,698	\$165,578	\$175,360

DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
C-3					
C-3.1	Beginning Balance in Reserve Account (end of previous year)	\$5,000	\$5,000	\$5,000	\$5,000
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	\$5,000	\$5,000	\$5,000	\$5,000
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	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 in Depreciation Reserve Account	\$5,000	\$5,000	\$5,000	\$5,000

OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Final Approval
C-4					
C-4.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-4.2	Date of Reserve Approval in Minutes: _____				
C-4.3	Amount to be added to the reserve _____				
C-4.4	Date of Reserve Approval in Minutes: _____				
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	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 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					
C-5.1	Beginning Balance in Reserve Account (end of previous year)	\$700,000	\$700,000	\$700,000	\$700,000
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	\$700,000	\$700,000	\$700,000	\$700,000
C-5.6	Amount to be spent from Emergency Reserve (Cash) _____				
C-5.7	Date of Reserve Approval in Minutes: _____				
C-5.8	Balance to be retained in Assigned Fund Balance	\$700,000	\$700,000	\$700,000	\$700,000
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0