

Final Budget

Clear Creek Conservation District	
<small>Budget Hearing Information</small>	
500 West Lott Street Unit B	Location: District Office
Buffalo, WY 82834	Date: July 20th, 2021
307-620-3001	Time: 6:00 PM
Johnson County	Budget Prepared by: Zach Byram- District Manager

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

Clear Creek Conservation District (CCCD) has reviewed its proposed expenses for FY20/21 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. 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 \$5,000,000.00 in a reserve account and all of 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-scaled project and associated expenditures. 2) Secondly, and only in extraordinary circumstances, the funds will be used on an interim or temporary basis to fund day-to-day operations of the CCCD in a manner consistent with its financial policies, budgetary practices, district programs, long term objectives, and legal requirements. CCCD reserves the right in its sole discretion to modify, supplement, amend, or delete any provisions set forth in the policy, as it deems necessary.

S-B RESERVE DESCRIPTION

See above: Assigned Fund Balance

S-C

Names of Board Members	Date of End of Term	
Ryan Fieldgrove	11/8/22	Does the district have regular office hours exceeding 20 hours per week? <input checked="" type="checkbox"/> Yes
Jay Foss	11/8/22	
Virginia Watt	11/8/22	
Lara Schuman	11/8/24	
Travis Baker	11/8/24	
		If Yes, enter Address of office: 500 West Lott Street Unit B City, State, Zip: Buffalo, WY 82834 Phone Number: 307-620-3001 Hours Open: M-F 8:00 am - 4:00 pm

Where are the minutes of your board meeting available for public review?
 At the District Office and on the Johnson County website.

How and where are the notices of meeting posted for the public?
 At the District office, on our website and Facebook pages and the local newspaper.

Where are the public meetings held?
 At the District office.

FINAL BUDGET SUMMARY

OVERVIEW		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$601,780	\$783,020	\$847,178	\$849,028
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	\$970,077	\$987,430	\$909,013	\$909,013
S-5	Amount requested from County Commissioners	\$168,243	\$162,000	\$165,000	\$165,000
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
S-7	Operating Revenues	\$36,521	\$17,060	\$32,402	\$32,402
S-8	Tax levy (From the County Treasurer)	\$168,243	\$162,000	\$165,000	\$165,000
S-9	Government Support	\$9,824	\$12,824	\$12,824	\$12,824
S-10	Grants	\$388,854	\$469,204	\$553,397	\$553,397
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$103,636	\$70,100	\$55,100	\$55,100
S-13	Other Forecasted Revenue	\$36,757	\$30,000	\$35,000	\$35,000

S-14	Total Revenue	\$743,835	\$761,188	\$853,723	\$853,723
FY 7/1/21-6/30/22					

Clear Creek Conservation District

EXPENDITURE SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 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	\$129,764	\$154,281	\$158,608	\$160,458
S-18	Operations	\$451,014	\$608,659	\$667,402	\$667,402
S-19	Indirect Costs	\$21,002	\$20,080	\$21,168	\$21,168
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$601,780	\$783,020	\$847,178	\$849,028

DEBT SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
S-22	TOTAL GENERAL FUNDS	\$226,242	\$226,242	\$55,290	\$55,290

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	\$4,506,506	\$4,506,506	\$4,506,506	\$4,506,506
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$4,506,506	\$4,506,506	\$4,506,506	\$4,506,506
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$0	\$0	\$0	\$0
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$0	\$0	\$0	\$0
S-31	Subtotal	\$4,506,506	\$4,506,506	\$4,506,506	\$4,506,506
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$4,506,506	\$4,506,506	\$4,506,506	\$4,506,506

End of Summary

Virginia R. Watt
Budget Officer / District Official (if not same as "Submitted by")

Date adopted by Special District 7/13/2021

DISTRICT ADDRESS: 500 West Lott Street Unit B
Buffalo, WY 82834

PREPARED BY: Zach Byram- District Manager

DISTRICT PHONE: 307-620-3001

Final Budget

Clear Creek Conservation District
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2022 _____

PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
R-1	Property Taxes and Assessments Received				
R-1.1	Tax Levy (From the County Treasurer)	4001 \$168,243	\$162,000	\$165,000	\$165,000
R-1.2	Other County Support (see note on the right)	4005			

FORECASTED REVENUE

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
R-2	Revenues from Other Governments				
R-2.1	State Aid	4211 \$8,824	\$8,824	\$8,824	\$8,824
R-2.2	Additional County Aid (non-treasurer)	4237 \$1,000	\$4,000	\$4,000	\$4,000
R-2.3	City (or Town) Aid	4237			
R-2.4	Other (Specify)	4237			
R-2.5	Total Government Support	\$9,824	\$12,824	\$12,824	\$12,824
R-3	Operating Revenues				
R-3.1	Customer Charges	4300			
R-3.2	Sales of Goods or Services	4300 \$36,521	\$17,060	\$32,402	\$32,402
R-3.3	Other Assessments	4503			
R-3.4	Total Operating Revenues	\$36,521	\$17,060	\$32,402	\$32,402
R-4	Grants				
R-4.1	Direct Federal Grants	4201 \$388,854	\$313,954	\$348,397	\$348,397
R-4.2	Federal Grants thru State Agencies	4201			
R-4.3	Grants from State Agencies	4211	\$155,250	\$205,000	\$205,000
R-4.4	Total Grants	\$388,854	\$469,204	\$553,397	\$553,397
R-5	Miscellaneous Revenue				
R-5.1	Interest	4501 \$103,318	\$70,000	\$55,000	\$55,000
R-5.2	Other: Specify <u>Subdivision Reviews</u>	4500 \$318	\$100	\$100	\$100
R-5.3	Other: Additional				
R-5.4	Total Miscellaneous	\$103,636	\$70,100	\$55,100	\$55,100
R-5.5	Total Forecasted Revenue	\$538,835	\$569,188	\$653,723	\$653,723
R-6	Other Forecasted Revenue				
R-6.1	a. Other past due as estimated by Co. Treas.	4004			
R-6.2	b. Other forecasted revenue (specify):				
R-6.3	<u>Motor Vehicle Taxes</u>	4500 \$36,757	\$30,000	\$35,000	\$35,000
R-6.4	_____	4500			
R-6.5	_____				
R-6.6	Total Other Forecasted Revenue (a+b)	\$36,757	\$30,000	\$35,000	\$35,000

Final Budget

Clear Creek Conservation District
 NAME OF DISTRICT/BOARD

FYE 6/30/2022

CAPITAL OUTLAY BUDGET

		DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
E-1	Capital Outlay					
E-1.1	Real Property	6201				
E-1.2	Vehicles	6210				
E-1.3	Office Equipment	6211				
E-1.4	Other (Specify)					
E-1.5	_____	6200				
E-1.6	_____	6200				
E-1.7						
E-1.8	TOTAL CAPITAL OUTLAY		\$0	\$0	\$0	\$0

ADMINISTRATION BUDGET

		DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
E-2	Personnel Services					
E-2.1	Administrator	7002	\$63,462	\$65,089	\$70,614	\$70,614
E-2.2	Secretary	7003	\$26,426	\$39,000	\$39,000	\$39,000
E-2.3	Clerical	7004				
E-2.4	Other (Specify)					
E-2.5	_____	7005				
E-2.6	_____	7005				
E-2.7						
E-3	Board Expenses					
E-3.1	Travel	7011	\$319	\$1,500	\$3,075	\$3,075
E-3.2	Mileage	7012	\$1,527	\$1,300	\$2,052	\$2,052
E-3.3	Other (Specify)					
E-3.4	Meetings: Board/Area/State/Special	7013	\$4,870	\$1,350	\$1,350	\$1,350
E-3.5	Surety Bond/Treasurer Bond	7013	\$484	\$485	\$485	\$485
E-3.6	see additional details			\$1,525	\$1,525	\$3,375
E-4	Contractual Services					
E-4.1	Legal	7021				
E-4.2	Accounting/Auditing	7022		\$10,500	\$5,500	\$5,500
E-4.3	Other (Specify)					
E-4.4	_____	7023				
E-4.5	_____	7023				
E-4.6						
E-5	Other Administrative Expenses					
E-5.1	Office Supplies	7031	\$1,821	\$1,800	\$2,500	\$2,500
E-5.2	Office equipment, rent & repair	7032	\$11,600	\$11,900	\$12,200	\$12,200
E-5.3	Education	7033	\$639	\$500	\$900	\$900
E-5.4	Registrations	7034	\$13,357	\$13,357	\$13,357	\$13,357
E-5.5	Other (Specify)					
E-5.6	Advertising	7035	\$3,539	\$4,500	\$4,500	\$4,500
E-5.7	Data Storage/Phone/Internet/Website/Postage	7035	\$1,721	\$1,475	\$1,550	\$1,550
E-5.8						
E-6	TOTAL ADMINISTRATION		\$129,764	\$154,281	\$158,608	\$160,458

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Clear Creek Conservation District

FYE 6/30/2022

OPERATIONS BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval	
E-7	Personnel Services					
E-7.1	Wages--Operations	7202				
E-7.2	Service Contracts	7203				
E-7.3	Other (Specify)					
E-7.4	_____	7204				
E-7.5	_____	7204				
E-7.6	_____					
E-8	Travel					
E-8.1	Mileage	7211				
E-8.2	Other (Specify)					
E-8.3	_____	7212				
E-8.4	_____	7212				
E-8.5	_____					
E-9	Operating supplies (List)					
E-9.1	_____	7220				
E-9.2	_____	7220				
E-9.3	_____	7220				
E-9.4	_____	7220				
E-9.5	_____					
E-10	Program Services (List)					
E-10.1	ConservationProgramSupport:Tours/Trainings/Workshops	7230	\$2,094	\$1,300	\$855	\$855
E-10.2	Composters/Rainbarrels/WeedBarrier	7230	\$3,354	\$2,640	\$3,900	\$3,900
E-10.3	Special Project Fund	7230	\$1,599	\$70,000	\$38,500	\$38,500
E-10.4	TreeProgram/HHW/WaterTesting/Soil Test	7230	\$38,528	\$47,300	\$60,750	\$60,750
E-10.5	_____					
E-11	Contractual Arrangements (List)					
E-11.1	_____	7400				
E-11.2	_____	7400				
E-11.3	_____	7400				
E-11.4	_____	7400				
E-11.5	_____					
E-12	Other operations (Specify)					
E-12.1	Grants: State Forestry/Russian Olive	7450	\$4,741	\$6,215	\$60,000	\$60,000
E-12.2	Grants: EWP (Clear Creek/Rock Creek)	7450	\$369,413	\$2,000	\$246,397	\$246,397
E-12.3	Grants: Zexas Pipeline(SWPP)/I25 Fish Barrier(SWPP)	7450	\$31,285	\$479,204	\$70,000	\$70,000
E-12.4	Grants: Invasive Weed Treatments(USFWS/LWG/CCCD)	7450			\$187,000	\$187,000
E-12.5	_____					
E-13	TOTAL OPERATIONS		\$451,014	\$608,659	\$667,402	\$667,402

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FYE 6/30/2022

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
E-14 Insurance					
E-14.1 Liability	7502	\$926	\$950	\$968	\$968
E-14.2 Buildings and vehicles	7503				
E-14.3 Equipment	7504				
E-14.4 Other (Specify)					
E-14.5 _____	7505				
E-14.6 _____	7505				
E-14.7 _____					
E-15 Indirect payroll costs:					
E-15.1 FICA (Social Security) taxes	7511	\$10,737	\$8,141	\$8,400	\$8,400
E-15.2 Workers Compensation	7512	\$970	\$1,200	\$1,200	\$1,200
E-15.3 Unemployment Taxes	7513	\$60	\$150	\$200	\$200
E-15.4 Retirement	7514	\$8,209	\$9,439	\$10,300	\$10,300
E-15.5 Health Insurance	7515				
E-15.6 Other (Specify)					
E-15.7 Auto	7516	\$100	\$100	\$100	\$100
E-15.8 _____	7516				
E-15.9 _____					
E-17 TOTAL INDIRECT COSTS		\$21,002	\$20,080	\$21,168	\$21,168

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
D-1 Debt Service					
D-1.1 Principal	6401				
D-1.2 Interest	6410				
D-1.3 Fees	6420				
D-2 TOTAL DEBT SERVICE		\$0	\$0	\$0	\$0

Final Budget

Clear Creek Conservation District
NAME OF DISTRICT/BOARD

FYE 6/30/2022

GENERAL FUNDS

C-1	Balances at Beginning of Fiscal Year	DOA Chart of Accounts	End of Year	Beginning	Beginning	Final Approval
			2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	
C-1.1	General Fund Checking	1010	\$226,242	\$226,242	\$55,290	\$55,290
C-1.2	Savings and Investments	1040		\$0		
C-1.3	General Fund CD Balance	1050		\$0		
C-1.4	All Other Funds	1020		\$0		
C-1.5	Reserves (From Below)		\$4,506,506	\$4,506,506	\$4,506,506	\$4,506,506
C-1.6	Total Estimated Cash and Investments on Hand		\$4,732,748	\$4,732,748	\$4,561,796	\$4,561,796

C-2	General Fund Reductions:	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
C-2.1	a. Unpaid bills at FYE	2010				
C-2.2	b. Reserves		\$4,506,506	\$4,506,506	\$4,506,506	\$4,506,506
C-2.3	Total Deductions (a+b)		\$4,506,506	\$4,506,506	\$4,506,506	\$4,506,506
C-2.4	Estimated Non-Restricted Funds Available		\$226,242	\$226,242	\$55,290	\$55,290

	DOA Chart of Accounts	
SINKING & DEBT SERVICE FUNDS	1070	

C-3		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
C-3.1	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 and project to be spent				
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	\$0	\$0	\$0	\$0

	DOA Chart of Accounts	
RESERVES	1090	

C-4		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$4,506,506	\$4,506,506	\$4,506,506	\$4,506,506
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	\$4,506,506	\$4,506,506	\$4,506,506	\$4,506,506
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	<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	\$4,506,506	\$4,506,506	\$4,506,506	\$4,506,506

	DOA Chart of Accounts	
BOND FUNDS	1060	

C-5		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Final Approval
C-5.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-5.2	<i>Date of Reserve Approval in Minutes:</i>				
C-5.3	Amount to be added to the reserve				
C-5.4	<i>Date of Reserve Approval in Minutes:</i>				
C-5.5	SUB-TOTAL	\$0	\$0	\$0	\$0
C-5.6	Identify the amount and project to be spent				
C-5.7	<i>Date of Reserve Approval in Minutes:</i>				
C-5.8	Balance to be retained	\$0	\$0	\$0	\$0
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0