

Final Budget

| Johnson County Tourism Association | |
|------------------------------------|--|
| Budget Hearing Information | |
| 55 North Main St, P.O. Box 152 | Location: 55 North Main Street, Buffalo, WY |
| Buffalo, Wyoming 82834 | Date: 6/20/2018 |
| 307-684-5544 | Time: 10:00 AM |
| Johnson County | Budget Prepared by: Jennifer McCormick |

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

There are no major changes to the financial policy for the JCTA. Grants are required to be 15% of total revenue for the projected year. JCTA standard budget is balanced with their revenue focusing on billboards, trade shows, advertising, with low overhead for general operational expenses. Administrative fee remains \$10,000.00.

S-B RESERVE DESCRIPTION

S-C

| Names of Board Members | Date of End of Term |
|------------------------|---------------------|
| Mike Johnson | 8/1/18 |
| Susan Moyes | 1/1/21 |
| Harold Anton | 8/1/20 |
| Jim Henry | 1/1/20 |
| Cathy Bradley | 8/1/19 |
| Jake Kennedy | 9/1/20 |
| Clay Miller | 1/1/19 |
| Tom Knapp | 1/1/20 |
| Jillian Smith | 1/1/21 |
| | |
| | |
| | |

Does the district have regular office hours exceeding 20 hours per week? Yes

If Yes, enter

Address of office: 55 North Main Street

City, State, Zip: Buffalo, WY 82834

Phone Number: 307-684-5544

Hours Open: 8:00 am - 5:00 pm

Where are the minutes of your board meeting available for public review?
 Buffalo Chamber of Commerce and the Johnson County Commissioners' Office

How and where are the notices of meeting posted for the public?
 On website, community calendar, and newspaper's community schedule.

Where are the public meetings held?
 Buffalo Chamber of Commerce, 55 N. Main St., Buffalo, WY 82834

FINAL BUDGET SUMMARY

| OVERVIEW | | 2016-2017 Actual | 2017-2018 Estimated | 2018-2019 Proposed | Final Approval |
|----------|---|---------------------|------------------------|-----------------------|----------------|
| S-1 | Total Budgeted Expenditures | \$221,082 | \$198,171 | \$173,661 | \$173,661 |
| 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 | \$314,023 | \$308,883 | \$299,998 | \$299,998 |
| S-5 | <i>Amount requested from County Commissioners</i> | \$189,698 | \$184,078 | \$181,000 | \$181,000 |
| S-6 | Additional Funding Needed : | | | \$0 | \$0 |

| REVENUE SUMMARY | | 2016-2017 Actual | 2017-2018 Estimated | 2018-2019 Proposed | Final Approval |
|-----------------|---|---------------------|------------------------|-----------------------|----------------|
| S-7 | Operating Revenues | \$0 | \$0 | \$0 | \$0 |
| S-8 | Tax levy (From the County Treasurer) | \$189,698 | \$184,078 | \$181,000 | \$181,000 |
| 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 | \$182 | \$662 | \$200 | \$200 |
| S-13 | Other Forecasted Revenue | \$0 | \$0 | \$0 | \$0 |
| S-14 | Total Revenue | \$189,880 | \$184,740 | \$181,200 | \$181,200 |

FY 7/1/18-6/30/19 Johnson County Tourism Association

| 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 | \$11,133 | \$10,907 | \$11,200 | \$11,200 |
| S-18 | Operations | \$209,849 | \$187,163 | \$161,761 | \$161,761 |
| S-19 | Indirect Costs | \$100 | \$100 | \$700 | \$700 |
| S-20 | Total Expenditures | \$221,082 | \$198,171 | \$173,661 | \$173,661 |

| 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 | \$124,143 | \$124,143 | \$118,798 | \$118,798 |
| Summary of Reserve Funds | | | | | |
| S-23 | Beginning Balance in Reserve Accounts | | | | |
| S-24 | a. Depreciation Reserve | \$0 | \$0 | \$0 | \$0 |
| S-25 | b. Other Reserve | \$0 | \$0 | \$0 | \$0 |
| S-26 | c. Emergency Reserve (Cash) | \$0 | \$0 | \$0 | \$0 |
| | Total Reserves (a+b+c) | \$0 | \$0 | \$0 | \$0 |
| 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 | \$0 | \$0 | \$0 | \$0 |
| S-32 | Less Total to be spent | \$0 | \$0 | \$0 | \$0 |
| S-33 | TOTAL RESERVES AT END OF FISCAL YEAR | \$0 | \$0 | \$0 | \$0 |

End of Summary

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

DISTRICT ADDRESS: 55 North Main St, P.O. Box 152
 Buffalo, Wyoming 82834

PREPARED BY: Jennifer McCormick

DISTRICT PHONE: 307-684-5544

Final Budget

Johnson County Tourism Association
 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) | \$189,698 | \$184,078 | \$181,000 | \$181,000 |
| 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 | | | | |
| 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 | | | | |
| R-3.2 | Sales of Goods or Services | | | | |
| R-3.3 | Other Assessments | | | | |
| R-3.4 | Total Operating Revenues | \$0 | \$0 | \$0 | \$0 |
| 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 | \$182 | \$662 | \$200 | \$200 |
| R-5.2 | Other: Specify _____ | | | | |
| R-5.3 | Other: Additional _____ | | | | |
| R-5.4 | Total Miscellaneous | \$182 | \$662 | \$200 | \$200 |
| R-5.5 | Total Forecasted Revenue | \$182 | \$662 | \$200 | \$200 |
| 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

Johnson County Tourism Association

FYE 6/30/2019

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

| | | 2016-2017 Actual | 2017-2018 Estimated | 2018-2019 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

| | | 2016-2017 Actual | 2017-2018 Estimated | 2018-2019 Proposed | Final Approval |
|-------|--------------------------------------|---------------------|------------------------|-----------------------|----------------|
| E-2 | Personnel Services | | | | |
| E-2.1 | Administrator | \$10,000 | \$10,000 | \$10,000 | \$10,000 |
| 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 | | | | |
| E-3.2 | Mileage | | | | |
| E-3.3 | Other (Specify) | | | | |
| E-3.4 | _____ | | | | |
| E-3.5 | _____ | | | | |
| E-3.6 | | | | | |
| E-4 | Contractual Services | | | | |
| E-4.1 | Legal | | | | |
| E-4.2 | Accounting/Auditing | | | | |
| E-4.3 | Other (Specify) | | | | |
| E-4.4 | Design Services | \$275 | \$400 | \$500 | \$500 |
| E-4.5 | _____ | | | | |
| E-4.6 | | | | | |
| E-5 | Other Administrative Expenses | | | | |
| E-5.1 | Office Supplies | \$858 | \$507 | \$700 | \$700 |
| E-5.2 | Office equipment, rent & repair | | | | |
| E-5.3 | Education | | | | |
| E-5.4 | Registrations | | | | |
| E-5.5 | Other (Specify) | | | | |
| E-5.6 | _____ | | | | |
| E-5.7 | _____ | | | | |
| E-5.8 | | | | | |
| E-6 | TOTAL ADMINISTRATION | \$11,133 | \$10,907 | \$11,200 | \$11,200 |

Final Budget

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 | | | | |
| E-8.2 | Other (Specify) | | | | |
| E-8.3 | _____ | | | | |
| E-8.4 | _____ | | | | |
| E-8.5 | _____ | | | | |
| E-9 | Operating supplies (List) | | | | |
| E-9.1 | Postage | \$5,337 | \$3,104 | \$5,000 | \$5,000 |
| E-9.2 | Dues & Subscriptions | \$150 | \$150 | \$150 | \$150 |
| E-9.3 | Printing & Reproduction | \$2,152 | \$2,300 | \$3,000 | \$3,000 |
| E-9.4 | _____ | | | | |
| E-9.5 | _____ | | | | |
| E-10 | Program Services (List) | | | | |
| E-10.1 | Advertising | \$70,475 | \$61,958 | \$55,111 | \$55,111 |
| E-10.2 | Community Grants | \$44,086 | \$33,630 | \$32,900 | \$32,900 |
| E-10.3 | JCTA Projects | \$28,679 | \$28,500 | \$9,700 | \$9,700 |
| E-10.4 | Billboards | \$41,889 | \$43,141 | \$39,400 | \$39,400 |
| E-10.5 | _____ | | | | |
| E-11 | Contractual Arrangements (List) | | | | |
| E-11.1 | Buffalo Chamber | \$6,000 | \$6,000 | \$6,000 | \$6,000 |
| E-11.2 | Kaycee Chamber | \$5,000 | \$5,000 | \$5,000 | \$5,000 |
| E-11.3 | _____ | | | | |
| E-11.4 | _____ | | | | |
| E-11.5 | _____ | | | | |
| E-12 | Other operations (Specify) | | | | |
| E-12.1 | Miscellaneous | \$3,230 | \$2,995 | \$5,000 | \$5,000 |
| E-12.2 | Fam Tours | \$2,852 | \$385 | \$500 | \$500 |
| E-12.3 | _____ | | | | |
| E-12.4 | _____ | | | | |
| E-12.5 | _____ | | | | |
| E-13 | TOTAL OPERATIONS | \$209,849 | \$187,163 | \$161,761 | \$161,761 |

Final Budget

INDIRECT COSTS BUDGET

| | | | 2016-2017 Actual | 2017-2018 Estimated | 2018-2019 Proposed | Final Approval |
|-------------|--------------------------------|--|---------------------|------------------------|-----------------------|----------------|
| E-14 | Insurance | | | | | |
| E-14.1 | Liability | | \$100 | \$100 | \$700 | \$700 |
| E-14.2 | Buildings and vehicles | | | | | |
| E-14.3 | Equipment | | | | | |
| E-14.4 | Other (Specify) | | | | | |
| E-14.5 | _____ | | | | | |
| 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 | | | | | |
| E-15.6 | Other (Specify) | | | | | |
| E-15.7 | _____ | | | | | |
| E-15.8 | _____ | | | | | |
| E-15.9 | | | | | | |
| E-16 | Depreciation Expenses | | | | | |
| E-17 | TOTAL INDIRECT COSTS | | \$100 | \$100 | \$700 | \$700 |

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

Johnson County Tourism Association
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2019

GENERAL FUNDS

| | End of Year | Beginning | Beginning | Final Approval |
|---|---------------------|------------------------|-----------------------|------------------|
| | 2016-2017 Actual | 2017-2018 Estimated | 2018-2019 Proposed | |
| C-1 Balances at Beginning of Fiscal Year | | | | |
| C-1.1 General Fund Checking Account Balance | \$18,037 | \$18,037 | \$19,000 | \$19,000 |
| C-1.2 Savings and Investments Account Balance | \$21,759 | \$21,759 | \$14,814 | \$14,814 |
| C-1.3 General Fund CD Balance | \$84,347 | \$84,347 | \$84,984 | \$84,984 |
| C-1.4 All Other Funds | | \$0 | | |
| C-1.5 Reserves (From Below) | \$0 | \$0 | \$0 | \$0 |
| C-1.6 Total Estimated Cash and Investments on Hand | \$124,143 | \$124,143 | \$118,798 | \$118,798 |
| C-2 General Fund Reductions: | | | | |
| C-2.1 a. Unpaid bills at FYE | | | | |
| C-2.2 b. Reserves | \$0 | \$0 | \$0 | \$0 |
| C-2.3 Total Deductions (a+b) | \$0 | \$0 | \$0 | \$0 |
| C-2.4 Estimated Non-Restricted Funds Available | \$124,143 | \$124,143 | \$118,798 | \$118,798 |

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) | | \$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 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 | \$0 | \$0 | \$0 | \$0 |

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) | | \$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 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 | \$0 | \$0 | \$0 | \$0 |
| C-5.9 TOTAL TO BE SPENT | \$0 | \$0 | \$0 | \$0 |