

Final Budget

South Big Horn Conservation District	
Budget Hearing Information	
408 Greybull Avenue	Location: Farm Service Center
Greybull, WY 82426	Date: 7/6/2020
307-765-2483 ext 103	Time: 5:00 P.M.
Big Horn County	Budget Prepared by: Ashley Henderson

S-A	BUDGET MESSAGE	W.S. 16-4-104(d)
<p>The South Big Horn Conservation District will continue their role in the "locally led" conservation efforts. Efforts will continue to protect and enhance the County's water quality and quantity. Watershed planning efforts will continue within the prioritized watershed identified by the TMDL. The district will continue to support the development of wildlife and wetland habitat. Partnerships will continue to be developed and maintained to provide opportunities to landowners and users within the district. Information and education programs will be made available as they pertain to resource management. The tree program will continue to be offered for conservation purposes. The mission statement that was developed for the district will govern the district's direction in the coming year.</p>		

S-B	RESERVE DESCRIPTION
<p>The operating reserve is intended to provide an internal source of funds for situations such as a sudden increase in expenses, one-time budgeted expenses, unanticipated loss in funding, and to manage temporary timing differences in cash flows. Operating reserve funds are not intended to replace permanent loss of funds or eliminate on ongoing budget gap. It is the intention of the South Big Horn Conservation District for operating reserves to be used and replenished within a reasonable short period of time.</p>	

S-C		Does the district have regular office hours exceeding 20 hours per week?
Names of Board Members	Date of End of Term	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
George Kelso	12/31/22	<p>If Yes, enter</p> Address of office: 408 Greybull Avenue City, State, Zip: Greybull, WY 82426 Phone Number: 307-765-2483 ext. 103 Hours Open: 7:30am- 4:00pm
Walter Hibbert	12/31/20	
Linda Hamilton	12/31/20	
Janet Johnson	12/31/22	
Howard Wildman	12/31/22	

Where are the minutes of your board meeting available for public review?
 In the office or on the district website (www.sbhcd.org)

How and where are the notices of meeting posted for the public?
 on the front door, facebook, website

Where are the public meetings held?
 Farm Service Center unless otherwise posted

FINAL BUDGET SUMMARY

OVERVIEW		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$65,094	\$114,686	\$164,915	\$164,915
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	\$0	-\$10,000	-\$10,000
S-4	Total General Fund and Forecasted Revenues Available	\$271,685	\$130,144	\$198,663	#REF!
S-5	Amount requested from County Commissioners	\$56,265	\$58,883	\$60,602	\$60,602
S-6	Additional Funding Needed :			\$0	#REF!

REVENUE SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
S-7	Operating Revenues	\$0	\$0	\$0	\$0
S-8	Tax levy (From the County Treasurer)	\$56,265	\$58,883	\$60,602	\$60,602
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$179,081	\$28,177	\$125,382	#REF!
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$3,525	\$10,270	\$3,415	\$3,415
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$238,871	\$97,330	\$189,399	#REF!
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FY 7/1/20-6/30/21

South Big Horn Conservation District

EXPENDITURE SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 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	\$36,715	\$39,064	\$43,732	\$43,732
S-18	Operations	\$8,406	\$54,166	\$88,511	\$88,511
S-19	Indirect Costs	\$19,973	\$21,456	\$22,672	\$22,672
S-20R	Expenditures paid by Reserves	\$0	\$0	\$10,000	\$10,000
S-20	Total Expenditures	\$65,094	\$114,686	\$164,915	\$164,915

DEBT SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
S-22	TOTAL GENERAL FUNDS	\$32,814	\$32,814	\$9,264	\$9,264

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	\$107,000	\$107,000	\$107,000	\$107,000
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$107,000	\$107,000	\$107,000	\$107,000
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	\$107,000	\$107,000	\$107,000	\$107,000
S-32	Less Total to be spent	\$0	\$0	\$10,000	\$10,000
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$107,000	\$107,000	\$97,000	\$97,000

End of Summary

Date adopted by Special District 7/6/2020

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

DISTRICT ADDRESS: 408 Greybull Avenue
Greybull, WY 82426

PREPARED BY: Ashley Henderson

DISTRICT PHONE: 307-765-2483 ext 103

Final Budget

South Big Horn Conservation District
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2021 _____

PROPERTY TAXES AND ASSESSMENTS

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
R-1	Property Taxes and Assessments Received				
R-1.1	Tax Levy (From the County Treasurer)	\$56,265	\$58,883	\$60,602	\$60,602
R-1.2	Other County Support				

FORECASTED REVENUE

		2018-2019 Actual	2019-2020 Estimated	2020-2021 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	\$150,586	\$0	\$27,414	#REF!
R-4.3	Grants from State Agencies	\$28,495	\$28,177	\$97,968	\$97,968
R-4.4	Total Grants	\$179,081	\$28,177	\$125,382	#REF!
R-5	Miscellaneous Revenue				
R-5.1	Interest	\$412	\$415	\$415	\$415
R-5.2	Other: Specify _____ Trees	\$3,113	\$4,671	\$3,000	\$3,000
R-5.3	Other: See Additional _____		\$5,184		
R-5.4	Total Miscellaneous	\$3,525	\$10,270	\$3,415	\$3,415
R-5.5	Total Forecasted Revenue	\$182,606	\$38,447	\$128,797	#REF!
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

South Big Horn Conservation District

FYE 6/30/2021

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

		2018-2019 Actual	2019-2020 Estimated	2020-2021 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

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
E-2	Personnel Services				
E-2.1	Administrator	\$27,986	\$30,815	\$33,000	\$33,000
E-2.2	Secretary				
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5	Lodging/meals/meetings	\$472			
E-2.6	Mileage	\$536	\$573	\$1,200	\$1,200
E-2.7	_____				
E-3	Board Expenses				
E-3.1	Travel				
E-3.2	Mileage	\$1,789	\$1,670	\$3,000	\$3,000
E-3.3	Other (Specify)				
E-3.4	Lodging/meals/meetings	\$0			
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	_____				
E-4.5	_____				
E-4.6	_____				
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$359	\$302	\$400	\$400
E-5.2	Office equipment, rent & repair	\$0	\$137	\$300	\$300
E-5.3	Education	\$251	\$0	\$300	\$300
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	Postage	\$790	\$1,035	\$1,000	\$1,000
E-5.7	Dues	\$4,532	\$4,532	\$4,532	\$4,532
E-5.8	_____				
E-6	TOTAL ADMINISTRATION	\$36,715	\$39,064	\$43,732	\$43,732

Final Budget

South Big Horn Conservation District

FYE 6/30/2021

OPERATIONS BUDGET			
		2018-2019 Actual	2019-2020 Estimated
		2020-2021 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	Water Monitoring	\$1,140	\$2,000
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	Supplies and Repair	\$0	\$0
E-9.2			
E-9.3			
E-9.4			
E-9.5			
E-10	Program Services (List)		
E-10.1	Tree Program/sales tax	\$2,715	\$3,000
E-10.2	Newspaper subscription	\$145	\$145
E-10.3	Nursery License	\$25	\$25
E-10.4	Dog Park Spruce up	\$0	\$1,000
E-10.5	see additional details		\$10,859
E-11	Contractual Arrangements (List)		
E-11.1	Consultant Fee	\$0	\$1,000
E-11.2	Litigation	\$0	\$200
E-11.3	WID Election	\$195	\$200
E-11.4	Triangle Y -SWPP	\$0	\$0
E-11.5	see additional details		\$79,141
E-12	Other operations (Specify)		
E-12.1	Election Expenses	\$1,686	\$1,800
E-12.2	NACD Tech Assistance	\$2,500	\$0
E-12.3			
E-12.4			
E-12.5			
E-13	TOTAL OPERATIONS	\$8,406	\$88,511

Final Budget

South Big Horn Conservation District

FYE 6/30/2021

INDIRECT COSTS BUDGET

			2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
E-14	Insurance					
E-14.1	Liability		\$500	\$500	\$500	\$500
E-14.2	Buildings and vehicles					
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	<u>Surety Bond</u>		\$525	\$525	\$525	\$525
E-14.6						
E-14.7						
E-15	Indirect payroll costs:					
E-15.1	FICA (Social Security) taxes		\$8,637	\$9,507	\$10,000	\$10,000
E-15.2	Workers Compensation		\$876	\$805	\$900	\$900
E-15.3	Unemployment Taxes		\$53	\$24	\$50	\$50
E-15.4	Retirement		\$5,782	\$6,494	\$7,000	\$7,000
E-15.5	Health Insurance		\$3,600	\$3,504	\$3,600	\$3,600
E-15.6	Other (Specify)					
E-15.7	<u>Vision Insurance</u>		\$0	\$97	\$97	\$97
E-15.8						
E-15.9						
E-17	TOTAL INDIRECT COSTS		\$19,973	\$21,456	\$22,672	\$22,672

DEBT SERVICE BUDGET

			2018-2019 Actual	2019-2020 Estimated	2020-2021 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

South Big Horn Conservation District
NAME OF DISTRICT/BOARD

FYE 6/30/2021

GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2018-2019	2019-2020	2020-2021	Final Approval
		Actual	Estimated	Proposed	
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking Account Balance	\$30,442	\$30,442	\$5,618	\$5,618
C-1.2	Savings and Investments Account Balance	\$2,372	\$2,372	\$3,646	\$3,646
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$107,000	\$107,000	\$97,000	\$97,000
C-1.6	Total Estimated Cash and Investments on Hand	\$139,814	\$139,814	\$106,264	\$106,264
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$107,000	\$107,000	\$97,000	\$97,000
C-2.3	Total Deductions (a+b)	\$107,000	\$107,000	\$97,000	\$97,000
C-2.4	Estimated Non-Restricted Funds Available	\$32,814	\$32,814	\$9,264	\$9,264

SINKING & DEBT SERVICE FUNDS

		2018-2019	2019-2020	2020-2021	Final Approval
		Actual	Estimated	Proposed	
C-3					
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

RESERVES

		2018-2019	2019-2020	2020-2021	Final Approval
		Actual	Estimated	Proposed	
C-4					
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$107,000	\$107,000	\$107,000	\$107,000
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	\$107,000	\$107,000	\$107,000	\$107,000
C-4.6	Identify the amount and project to be spent				
C-4.7	a. General Fund			\$10,000	\$10,000
C-4.8	b. _____				
C-4.9	c. _____				
C-4.10	<i>Date of Reserve Approval in Minutes:</i> <u>7/6/2020</u>				
C-4.11	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$10,000	\$10,000
C-4.12	Balance to be retained	\$107,000	\$107,000	\$97,000	\$97,000

BOND FUNDS

		2018-2019	2019-2020	2020-2021	Final Approval
		Actual	Estimated	Proposed	
C-5					
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	\$10,000	\$10,000

CONTENTS

Instructions

Budget Summary

Revenue

Expenditures

Cash & Investments

Additional Details

Notes

Notes and Workspace

This page is for any additional information and calculations that you would keep for your records.

This worksheet will not be submitted with the budget form.

Id like to