

Final Budget

Dubois Crowheart Conservation District	
Budget Hearing Information	
712 Meckem Street, PO Box 27	Location: Dubois Crowheart Conservation District Office
Dubois, WY 82513	Date: 7/8/2020
307-455-3688	Time: Noon
Fremont	Budget Prepared by: Michael J. Kenney, Board Member

S-A	BUDGET MESSAGE	W.S. 16-4-104(d)
<p>Budget Summary Introduction: Fiscal year 2020 has been a challenging year due to the retirement of the District Manager and subsequent search/hiring/training of a new DM. Further, COVID-19 created additional challenges including restriction and/or curtailment of some revenue generating local programs. Revenues from local programs were off by almost 40%. As Covid-19 restrictions ease, the District believes there will be an increased interest in hoop house/greenhouse cost share (food security) and small acreage management cost share.</p> <p>Revenue After discussion with the County Treasurer's office, Anticipated Mil levy revenue was adjusted downward by 7% of FY 2020 mil levy amount. Forecasted revenue for FY 2021 is uncertain due primarily to the potential financial impact of COVID-19 on property tax revenue.</p> <p>Expenditures: Increases in District expenditures are attributable to: professional book keeping costs, estimated costs for proposed engineering services, new District Manager, higher benefit costs, and more cost-share funding for local projects.</p> <p>The District continues supporting the idea of a proposed community greenhouse/hoophouse. As Covid-19 issues ease, the District will re-engage interested parties/partners to discuss possible new locations and financial viability. If the project moves ahead, the District will seek grants and outside funding for majority of this project in FY 2022.</p>		

S-B	RESERVE DESCRIPTION
<p>The Dubois Crowheart Conservation District (DCCD) currently holds \$124,489.64 in a reserve account. District policy sates up to \$250,000 may be held in a reserve account that will be prioritized for an emergency, unforeseen event, or large-scale project. DCCD policy further allows the District to draw upon the reserve to carry out its specific purposes in a manner consistent with its financial policies and budgetary practices to meet district operations, district programs, long or short term objectives and legal requirements.</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"/> Yes
Reg Phillips	12/1/20	<p>If Yes, enter</p> <p>Address of office: 712 Meckem Street</p> <p>City, State, Zip: Dubois, WY 82513</p> <p>Phone Number: 307-455-3688</p> <p>Hours Open: 8:00 AM to 12:00 Noon and 1:00 PM to 5:00 PM</p>
Todd Hirsch	12/1/20	
Alicia Rux	12/1/22	
Mary Ann Taylor	12/1/22	
Michael Kenney	12/1/22	

Where are the minutes of your board meeting available for public review?
 Dubois Crowheart Conservation District (DCCD) Office, 712 Meckem Street, 2nd Floor, Dubois WY

How and where are the notices of meeting posted for the public?
 Dates and times are posted on the DCCD office door, theTown Hall, the Dubois Post Office and on the DCCD website. They are also posted in the

Where are the public meetings held?
 In the conference room adjoining the DCCD office

FINAL BUDGET SUMMARY

OVERVIEW		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$84,974	\$82,162	\$103,151	\$103,151
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$40,270	\$276	\$275	\$275
S-4	Total General Fund and Forecasted Revenues Available	\$118,624	\$111,626	\$116,523	\$116,523
S-5	Amount requested from County Commissioners	\$77,114	\$71,913	\$66,879	\$66,879
S-6	Additional Funding Needed :			\$0	\$0

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)	\$77,114	\$71,913	\$66,879	\$66,879
S-9	Government Support	\$8,824	\$8,824	\$12,324	\$12,324
S-10	Grants	\$0	\$0	\$0	\$0
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$658	\$290	\$1,275	\$1,275
S-13	Other Forecasted Revenue	\$4,708	\$3,280	\$2,600	\$2,600
S-14	Total Revenue	\$91,304	\$84,306	\$83,078	\$83,078

FY 7/1/20-6/30/21 Dubois Crowheart 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	\$47,491	\$50,275	\$58,350	\$58,350
S-18	Operations	\$20,005	\$16,074	\$28,325	\$28,325
S-19	Indirect Costs	\$17,478	\$15,812	\$16,476	\$16,476
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$84,974	\$82,162	\$103,151	\$103,151

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	\$27,320	\$27,320	\$33,445	\$33,445
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	\$83,944	\$124,214	\$124,490	\$124,490
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$83,944	\$124,214	\$124,490	\$124,490
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$40,270	\$276	\$275	\$275
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$40,270	\$276	\$275	\$275
S-31	Subtotal	\$124,214	\$124,490	\$124,765	\$124,765
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$124,214	\$124,490	\$124,765	\$124,765

End of Summary

Reg S. Phillips, Chairman
Budget Officer / District Official (if not same as "Submitted by")

Date adopted by Special District 7/8/2020

DISTRICT ADDRESS: 712 Meckem Street, PO Box 27
Dubois, WY 82513

PREPARED BY: Michael J. Kenney, Board Member

DISTRICT PHONE: 307-455-3688

Final Budget

Dubois Crowheart Conservation District

FYE 6/30/2021

NAME OF DISTRICT/BOARD

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)	\$77,114	\$71,913	\$66,879	\$66,879
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	\$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) <u>WDA Lab Funds</u>	\$0	\$0	\$3,500	\$3,500
R-2.5	Total Government Support	\$8,824	\$8,824	\$12,324	\$12,324
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	\$278	\$290	\$275	\$275
R-5.2	Other: Specify <u>Water Test Fees</u>	\$380	\$0	\$1,000	\$1,000
R-5.3	Other: Additional				
R-5.4	Total Miscellaneous	\$658	\$290	\$1,275	\$1,275
R-5.5	Total Forecasted Revenue	\$9,482	\$9,114	\$13,599	\$13,599
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	<u>Tree/Shrub/Wild Flower Seed Sales</u>	\$4,708	\$3,130	\$2,500	\$2,500
R-6.4	<u>Subdivision Reviews</u>		\$150	\$100	\$100
R-6.5					
R-6.6	Total Other Forecasted Revenue (a+b)	\$4,708	\$3,280	\$2,600	\$2,600

Final Budget

Dubois Crowheart 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	\$40,261	\$42,579	\$41,600	\$41,600
E-2.2	Secretary				
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5	NRCS Engineer Costs			\$6,000	\$6,000
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	\$70	\$570	\$3,100	\$3,100
E-4.3	Other (Specify)				
E-4.4	_____				
E-4.5	_____				
E-4.6	_____				
E-5	Other Administrative Expenses				
E-5.1	Office Supplies				
E-5.2	Office equipment, rent & repair				
E-5.3	Education				
E-5.4	Registrations	\$106	\$384	\$400	\$400
E-5.5	Other (Specify)				
E-5.6	Telephone	\$1,162	\$1,100	\$1,250	\$1,250
E-5.7	DuesSubscriptionsMembr	\$5,892	\$5,642	\$6,000	\$6,000
E-5.8	_____				
E-6	TOTAL ADMINISTRATION	\$47,491	\$50,275	\$58,350	\$58,350

Final Budget

Dubois Crowheart 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	_____				
E-7.5	_____				
E-7.6	_____				
E-8	Travel				
E-8.1	Mileage	\$1,344	\$1,580	\$1,500	\$1,500
E-8.2	Other (Specify)				
E-8.3	Travel-Meals	\$294	\$56	\$250	\$250
E-8.4	Travel-Hotels	\$977	\$957	\$750	\$750
E-8.5	_____				
E-9	Operating supplies (List)				
E-9.1	Office Supplies	\$1,255	\$900		
E-9.2	Postage	\$163	\$658	\$650	\$650
E-9.3	Web Page (Dev&Mtce)	\$1,500	\$1,250	\$1,000	\$1,000
E-9.4	NewPC-Win10		\$1,600		
E-9.5	see additional details	\$2,378	\$1,557	\$2,250	\$2,250
E-10	Program Services (List)				
E-10.1	License & Permits	\$175	\$175	\$175	\$175
E-10.2	Program Advertising	\$413	\$1,000	\$750	\$750
E-10.3	Tree Program	\$3,983	\$3,000	\$2,500	\$2,500
E-10.4	Private Well Water Test	\$1,819	\$0	\$1,500	\$1,500
E-10.5	_____				
E-11	Contractual Arrangements (List)				
E-11.1	_____				
E-11.2	_____				
E-11.3	_____				
E-11.4	_____				
E-11.5	_____				
E-12	Other operations (Specify)				
E-12.1	NRCS EWP	\$0	na	na	na
E-12.2	CS Hoop/Green House	\$1,351	\$827	\$5,000	\$5,000
E-12.3	CS Ag/CropWater Mgmt	\$4,354	\$2,516	\$10,000	\$10,000
E-12.4	Community HoopHouse	na	\$0	\$2,000	\$2,000
E-12.5	_____				
E-13	TOTAL OPERATIONS	\$20,005	\$16,074	\$28,325	\$28,325

Final Budget

Dubois Crowheart 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		\$984	\$984	\$1,000	\$1,000
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		\$3,080	\$3,485	\$3,182	\$3,182
E-15.2	Workers Compensation		\$845	\$1,059	\$1,000	\$1,000
E-15.3	Unemployment Taxes					
E-15.4	Retirement		\$3,637	\$3,305	\$3,794	\$3,794
E-15.5	Health Insurance		\$8,932	\$6,137	\$7,500	\$7,500
E-15.6	Other (Specify)					
E-15.7	Interest/Penalty		na	\$842	\$0	
E-15.8	_____					
E-15.9	_____					
E-17	TOTAL INDIRECT COSTS		\$17,478	\$15,812	\$16,476	\$16,476

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

Dubois Crowheart Conservation District
NAME OF DISTRICT/BOARD

FYE 6/30/2021

GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking Account Balance	\$27,320	\$27,320	\$33,445	\$33,445
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)	\$124,214	\$124,214	\$124,765	\$124,765
C-1.6	Total Estimated Cash and Investments on Hand	\$151,534	\$151,534	\$158,209	\$158,209
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$124,214	\$124,490	\$124,765	\$124,765
C-2.3	Total Deductions (a+b)	\$124,214	\$124,490	\$124,765	\$124,765
C-2.4	Estimated Non-Restricted Funds Available	\$27,320	\$27,044	\$33,445	\$33,445

SINKING & DEBT SERVICE FUNDS

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
C-3	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
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 and project to be spent				
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	\$0	\$0	\$0	\$0

RESERVES

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
C-4	Beginning Balance in Reserve Account (end of previous year)	\$83,944	\$124,214	\$124,490	\$124,490
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$83,944	\$124,214	\$124,490	\$124,490
C-4.2	Date of Reserve Approval in Minutes: _____				
C-4.3	Amount to be added to the reserve	\$40,270	\$276	\$275	\$275
C-4.4	Date of Reserve Approval in Minutes: <u>2-Jan-19</u>				
C-4.5	SUB-TOTAL	\$124,214	\$124,490	\$124,765	\$124,765
C-4.6	Identify the amount and project to be spent				
C-4.7	a. Contingency funding to r				
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	\$124,214	\$124,490	\$124,765	\$124,765

BOND FUNDS

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
C-5	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
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	Identify the amount and project to be spent				
C-5.7	Date of Reserve Approval in Minutes: _____				
C-5.8	Balance to be retained	\$0	\$0	\$0	\$0
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0

