

Proposed Budget

Laramie Rivers Conservatin District	
Budget Hearing Information	
5015 Stone Rd	Location: 5015 Stone Rd
Laramie, WY 82070	Date: 5/22/2018
307-721-0072	Time: 2PM
Albany County	Budget Prepared by: Tony Hoch

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

Our financial policy continues to be to serve the public through routine services and projects as outlined in our annual and long range plans, and though special projects as they arise, in a highly responsible manner.

Revenues: We estimate a 2% increase in our mill levy based on conversation with the county assessor. We show a new revenue line for \$70K which will be passed through from the WACD/NRCS (federal funds) for engineering plans on two projects. We increased our Wy. Dept. of Ag. Water Quality Grant to \$8000, because of new water quality study. We anticipated a \$60,000 grant from the Water Development office and a \$135,000 grant from the Wyoming Wildlife Trust in 17-18, but those were not received because the projects were not ready and these were moved into the 18-19 budget. We have completed the N. Cedar refinery cleanup and are expecting no new grant funds for that project. Expenditures: As mentioned above, two grants totaling \$185K were pushed into the '18'19 fiscal year, and new grants for \$60K, \$8K, \$30K, \$30K, and \$44K are expected to be spent on special projects. The N. Cedar Refinery cleanup is now in Operation and Maintenance mode with an expected \$8000 to be spent on well monitoring. Our Capital Outlay includes a "new building fund" which has been increased to \$276K as we search for a new property to lease-to-own. Our current lease agreement expires at the end of the calendar year. If we were to purchase a new facility or enter into a new lease agreement we expect that will have to hold a special hearing to modify the budget.

S-B RESERVE DESCRIPTION

Our Cash Operating Reserve (\$200K) and New Vehicle Reserve (\$50K) have not changed; our Depreciation Reserve was increased to \$9400 on advice from our accountant. Our New Building Reserve funds (\$100K) were moved into New Building Fund because we hope to purchase a new building for our operations in this coming fiscal year. We have no restricted reserve funds.

S-C

Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week? <input checked="" type="checkbox"/> Yes
Ruth Shepherd	12/31/20	<p>If Yes, enter</p> <p>Address of office: 5015 Stone Rd</p> <p>City, State, Zip: Laramie, WY 82070</p> <p>Phone Number: 307-721-0072</p> <p>Hours Open: M-F 7:30 to 4:30</p>
Larry Munn	12/31/20	
Carol Price	12/31/20	
Jim Rogers	12/31/18	
Bob Shine	12/31/18	

Where are the minutes of your board meeting available for public review?

How and where are the notices of meeting posted for the public?

Where are the public meetings held?

PROPOSED BUDGET SUMMARY

OVERVIEW		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$486,857	\$509,320	\$1,169,492	\$1,169,492
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$8,000	\$1,400	-\$100,000	-\$100,000
S-4	Total General Fund and Forecasted Revenues Available	\$1,213,185	\$1,011,949	\$1,428,892	\$1,428,892
S-5	<i>Amount requested from County Commissioners</i>	\$499,383	\$511,173	\$521,395	\$521,395
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-7	Operating Revenues	\$17,178	\$11,110	\$26,000	\$26,000
S-8	Tax levy (From the County Treasurer)	\$499,383	\$511,173	\$521,395	\$521,395
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$243,285	\$36,340	\$377,823	\$377,823
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$2,397	\$2,383	\$7,800	\$7,800
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$762,242	\$561,006	\$933,018	\$933,018
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FY 7/1/18-6/30/19 Laramie Rivers Conservatin District

EXPENDITURE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-15	Capital Outlay	\$3,967	\$616	\$276,156	\$276,156
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$259,198	\$283,036	\$298,277	\$298,277
S-18	Operations	\$138,842	\$132,387	\$503,550	\$503,550
S-19	Indirect Costs	\$84,851	\$93,281	\$91,509	\$91,509

S-20	Total Expenditures	\$486,857	\$509,320	\$1,169,492	\$1,169,492
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DEBT SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$450,943	\$450,943	\$495,874	\$495,874
Summary of Reserve Funds					
S-23	Beginning Balance in Reserve Accounts				
S-24	a. Depreciation Reserve	\$0	\$8,000	\$9,400	\$9,400
S-25	b. Other Reserve	\$0	\$0	\$0	\$0
S-26	c. Emergency Reserve (Cash)	\$350,000	\$350,000	\$350,000	\$350,000
	Total Reserves (a+b+c)	\$350,000	\$358,000	\$359,400	\$359,400
S-27	Amount to be added				
S-28	a. Depreciation Reserve	\$8,000	\$1,400	\$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)	\$8,000	\$1,400	\$0	\$0
S-31	Subtotal	\$358,000	\$359,400	\$359,400	\$359,400
S-32	Less Total to be spent	\$0	\$0	\$100,000	\$100,000
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$358,000	\$359,400	\$259,400	\$259,400

End of Summary

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

DISTRICT ADDRESS: 5015 Stone Rd
 Laramie, WY 82070

PREPARED BY: Tony Hoch

DISTRICT PHONE: 307-721-0072

Proposed Budget

Laramie Rivers Conservatin District
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2019 _____

PROPERTY TAXES AND ASSESSMENTS

	2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
R-1 Property Taxes and Assessments Received				
R-1.1 Tax Levy (From the County Treasurer)	\$499,383	\$511,173	\$521,395	\$521,395
R-1.2 Other County Support				

FORECASTED REVENUE

	2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending 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	\$17,178	\$11,110	\$26,000	\$26,000
R-3.3 Other Assessments				
R-3.4 Total Operating Revenues	\$17,178	\$11,110	\$26,000	\$26,000
R-4 Grants				
R-4.1 Direct Federal Grants	\$200,000	\$0	\$70,000	\$70,000
R-4.2 Federal Grants thru State Agencies				
R-4.3 Grants from State Agencies	\$43,285	\$36,340	\$307,823	\$307,823
R-4.4 Total Grants	\$243,285	\$36,340	\$377,823	\$377,823
R-5 Miscellaneous Revenue				
R-5.1 Interest	\$1,438	\$1,500	\$1,500	\$1,500
R-5.2 Other: Specify Education grant	\$0	\$0	\$5,000	\$5,000
R-5.3 Other: See Additional	\$959	\$883	\$1,300	\$1,300
R-5.4 Total Miscellaneous	\$2,397	\$2,383	\$7,800	\$7,800
R-5.5 Total Forecasted Revenue	\$262,859	\$49,834	\$411,623	\$411,623
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

Proposed Budget

Laramie Rivers Conservatin District

FYE 6/30/2019

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
E-1	Capital Outlay				
E-1.1	Real Property				
E-1.2	Vehicles	\$0	\$0	\$0	
E-1.3	Office Equipment	\$1,489	\$277	\$2,000	\$2,000
E-1.4	Other (Specify)				
E-1.5	<u>Farm/Field Equipment</u>	\$2,479	\$339	\$4,000	\$4,000
E-1.6	<u>New Building fund</u>	\$0	\$0	\$270,156	\$270,156
E-1.7					
E-1.8	TOTAL CAPITAL OUTLAY	\$3,967	\$616	\$276,156	\$276,156

ADMINISTRATION BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
E-2	Personnel Services				
E-2.1	Administrator	\$69,325	\$75,925	\$75,925	\$75,925
E-2.2	Secretary				
E-2.3	Clerical	\$39,101	\$45,702	\$45,702	\$45,702
E-2.4	Other (Specify)				
E-2.5	<u>Education Specialist</u>	\$49,167	\$55,767	\$55,767	\$55,767
E-2.6	<u>Resource Specialist</u>	\$48,049	\$54,649	\$54,649	\$54,649
E-2.7	see additional details	\$6,152	\$7,500	\$7,509	\$7,509
E-3	Board Expenses				
E-3.1	Travel	\$3,550	\$4,200	\$4,000	\$4,000
E-3.2	Mileage	\$1,289	\$850	\$1,500	\$1,500
E-3.3	Other (Specify)				
E-3.4	<u>Employee/Supervisor trai</u>	\$2,532	\$1,200	\$4,000	\$4,000
E-3.5					
E-3.6					
E-4	Contractual Services				
E-4.1	Legal				
E-4.2	Accounting/Auditing	\$10,570	\$11,572	\$14,000	\$14,000
E-4.3	Other (Specify)				
E-4.4					
E-4.5					
E-4.6					
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$3,783	\$3,984	\$4,750	\$4,750
E-5.2	Office equipment, rent & repair	\$1,662	\$1,256	\$2,250	\$2,250
E-5.3	Education				
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	<u>Postage</u>	\$828	\$850	\$1,500	\$1,500
E-5.7	<u>Subscriptions/Dues</u>	\$12,986	\$13,092	\$14,725	\$14,725
E-5.8	see additional details	\$10,204	\$6,490	\$12,000	\$12,000
E-6	TOTAL ADMINISTRATION	\$259,198	\$283,036	\$298,277	\$298,277

Proposed Budget

OPERATIONS BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
E-7	Personnel Services				
E-7.1	Wages--Operations	\$9,501	\$7,510	\$9,000	\$9,000
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	\$394	\$0	\$0	
E-8.2	Other (Specify)				
E-8.3	Maint. Trucks/Equipment	\$4,140	\$779	\$4,000	\$4,000
E-8.4	Fuel	\$2,635	\$2,200	\$2,500	\$2,500
E-8.5	_____				
E-9	Operating supplies (List)				
E-9.1	Educational material	\$11,706	\$12,000	\$12,000	\$12,000
E-9.2	Educaion grants	\$2,065	\$0	\$5,000	\$5,000
E-9.3	Community gardens	\$2,000	\$2,328	\$5,000	\$5,000
E-9.4	_____				
E-9.5	_____				
E-10	Program Services (List)				
E-10.1	Tree program	\$13,610	\$13,026	\$18,500	\$18,500
E-10.2	Regular Cost Share	\$13,941	\$11,000	\$15,000	\$15,000
E-10.3	Rural Cost Share	\$20,934	\$36,100	\$45,000	\$45,000
E-10.4	Locally led conservation	\$6,626	\$1,626	\$5,000	\$5,000
E-10.5	_____				
E-11	Contractual Arrangements (List)				
E-11.1	Office Rent	\$0	\$0	\$0	
E-11.2	_____				
E-11.3	_____				
E-11.4	_____				
E-11.5	_____				
E-12	Other operations (Specify)				
E-12.1	Wildlife projects	\$45,523	\$24,244	\$231,000	\$231,000
E-12.2	North Cedar property	\$0	\$15,455	\$8,000	\$8,000
E-12.3	USFWS: Safe harbor	\$0	\$0	\$0	
E-12.4	Water quality monitoring	\$506	\$400	\$6,500	\$6,500
E-12.5	see additional details	\$5,261	\$5,720	\$137,050	\$137,050
E-13	TOTAL OPERATIONS	\$138,842	\$132,387	\$503,550	\$503,550

Proposed Budget

Laramie Rivers Conservatin District
 NAME OF DISTRICT/BOARD

FYE 6/30/2019

GENERAL FUNDS

		End of Year	Beginning	Beginning	Pending 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	\$6,002	\$6,002	\$50,250	\$50,250
C-1.2	Savings and Investments Account Balance	\$220,619	\$220,619	\$220,767	\$220,767
C-1.3	General Fund CD Balance	\$224,321	\$224,321	\$224,857	\$224,857
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$358,000	\$358,000	\$259,400	\$259,400
C-1.6	Total Estimated Cash and Investments on Hand	\$808,943	\$808,943	\$755,274	\$755,274
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$358,000	\$359,400	\$259,400	\$259,400
C-2.3	Total Deductions (a+b)	\$358,000	\$359,400	\$259,400	\$259,400
C-2.4	Estimated Non-Restricted Funds Available	\$450,943	\$449,543	\$495,874	\$495,874

DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
C-3	Beginning Balance in Reserve Account (end of previous year)	\$0	\$8,000	\$9,400	\$9,400
C-3.1	Beginning Balance in Reserve Account (end of previous year)	\$0	\$8,000	\$9,400	\$9,400
C-3.2	Date of Reserve Approval in Minutes: 18-May-17				
C-3.3	Amount to be added to the reserve	\$8,000	\$1,400		
C-3.4	Date of Reserve Approval in Minutes:				
C-3.5	SUB-TOTAL	\$8,000	\$9,400	\$9,400	\$9,400
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	\$8,000	\$9,400	\$9,400	\$9,400

OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
C-4	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
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	Pending Approval
C-5	Beginning Balance in Reserve Account (end of previous year)	\$350,000	\$350,000	\$350,000	\$350,000
C-5.1	Beginning Balance in Reserve Account (end of previous year)	\$350,000	\$350,000	\$350,000	\$350,000
C-5.2	Date of Reserve Approval in Minutes: 18-May-17				
C-5.3	Amount to be added to the reserve				
C-5.4	Date of Reserve Approval in Minutes:				
C-5.5	SUB-TOTAL	\$350,000	\$350,000	\$350,000	\$350,000
C-5.6	Amount to be spent from Emergency Reserve (Cash)			\$100,000	\$100,000
C-5.7	Date of Reserve Approval in Minutes:				
C-5.8	Balance to be retained in Assigned Fund Balance	\$350,000	\$350,000	\$250,000	\$250,000
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$100,000	\$100,000