

Final Budget

Campbell County Conservation District	
Budget Hearing Information	
601 S 4-J Court, Suite D	Location: CCCD Boardroom
Gillette, WY 82716	Date: 6/14/2022
(307) 682-1824	Time: 5:00 p.m.
Campbell County	Budget Prepared by: Cheyenne Love

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

Campbell County Conservation District (CCCD) continues to be fiscally conservative. For FY2023, the budget includes \$542,590 in expenditures. An increase in office supply expenditures is forecasted due to moving office spaces, and the replacement of outdated furniture. CCCD is forecasting general funds and revenues for FY23 to be \$557,873, which includes grant funding, support from private sponsors, and funding from both the City of Gillette and Campbell County. Capital outlay for FY23 is budgeted to be \$500 to replace outdated printers. CCCD has hired a temporary Natural Resource Technician position to assist with the sampling season of FY23. All accrued bills are paid at a special board meeting at the end of each fiscal year, resulting in minimal unpaid bills. All legally restricted funds are reviewed at the end of the fiscal year prior to carrying over. These funds are held in an account separate from CCCD's general funds. CCCD will take a portion of the remaining funds at the end of the fiscal year and deposit them into a long-term emergency fund, where there is an investment policy in place. CCCD has been provisionally accepted for \$275,000 in funding from the Campbell County Commissioners and \$30,000 in funding from the City of Gillette. CCCD will continue to offer education programs, water quality monitoring, seedling trees, and pursue new grant opportunities to meet and expand the goals of the District.

S-B RESERVE DESCRIPTION

The emergency reserves held by CCCD are reserved for emergencies such as floods, fires, and other natural disasters. Additionally, funds would allow the District to operate for a nine-month period, should local funding be reduced or removed. During this time period, alternative outside funding sources would be pursued or the District would be closed. The capital reserve account is to replace the District vehicle or equipment as needed.

S-C

Names of Board Members	Date of End of Term
Richard Hauber	11/1/24
Jaime Tarver	11/1/22
Jeffrey Boardman	11/1/24
Brandon Price	11/1/22
Kim Kretschman	11/1/22

	Does the district have regular office hours exceeding 20 hours per week? <input checked="" type="checkbox"/> Yes
If Yes, enter	
Address of office:	601 S 4-J Court, Suite D
City, State, Zip:	Gillette, WY 82716
Phone Number:	(307) 682-1824
Hours Open:	8:00 a.m. - 4:00 p.m.

Where are the minutes of your board meeting available for public review?
 Board meeting minutes are available in-person at 601 S 4-J Court, Suite D, Gillette, WY 82716 or electronically at cccdwy.net.

How and where are the notices of meeting posted for the public?
 Notices of board meetings are posted on cccdwy.net and on the District's social media page.

Where are the public meetings held?
 Board meetings are held at either 601 S 4-J Court, Suite D, Gillette, WY 82716 or 2101 S 4-J Road, Gillette, WY 82718.

FINAL BUDGET SUMMARY

OVERVIEW		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$523,877	\$471,354	\$542,590	\$542,590
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	\$0	\$41	\$41
S-4	Total General Fund and Forecasted Revenues Available	\$689,693	\$691,130	\$721,794	\$721,794
S-5	Amount requested from County Commissioners	\$0	\$0	\$0	\$0
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-7	Operating Revenues	\$5,979	\$5,000	\$5,000	\$5,000
S-8	Tax levy (From the County Treasurer)	\$0	\$0	\$0	\$0
S-9	Government Support	\$310,544	\$290,544	\$315,544	\$315,544
S-10	Grants	\$237,625	\$257,784	\$228,229	\$228,229
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$6,843	\$9,100	\$9,100	\$9,100
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$560,991	\$562,428	\$557,873	\$557,873
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FY 7/1/22-6/30/23

Campbell County Conservation District

EXPENDITURE SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-15	Capital Outlay	\$29,373	\$500	\$500	\$500
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$163,953	\$208,707	\$182,800	\$182,800
S-18	Operations	\$271,456	\$171,254	\$276,926	\$276,926
S-19	Indirect Costs	\$59,095	\$90,893	\$82,364	\$82,364
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$523,877	\$471,354	\$542,590	\$542,590

DEBT SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-22	TOTAL GENERAL FUNDS	\$128,702	\$128,702	\$163,921	\$163,921
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	\$164,403	\$164,403	\$164,403	\$164,403
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$164,403	\$164,403	\$164,403	\$164,403
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$0	\$0	\$41	\$41
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$0	\$0	\$41	\$41
S-31	Subtotal	\$164,403	\$164,403	\$164,444	\$164,444
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$164,403	\$164,403	\$164,444	\$164,444

End of Summary


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

Date adopted by Special District 06/14/22

DISTRICT ADDRESS: 601 S 4-J Court, Suite D
 Gillette, WY 82716

PREPARED BY: Cheyenne Love

DISTRICT PHONE: (307) 682-1824

Final Budget

Campbell County Conservation District
 NAME OF DISTRICT/BOARD

FYE 6/30/2023

PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
R-1	Property Taxes and Assessments Received				
R-1.1	Tax Levy (From the County Treasurer)	4001			
R-1.2	Other County Support (see note on the right)	4005			

FORECASTED REVENUE

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
R-2	Revenues from Other Governments				
R-2.1	State Aid	4211	\$8,824	\$8,824	\$8,824
R-2.2	Additional County Aid (non-treasurer)	4237	\$271,720	\$251,720	\$276,720
R-2.3	City (or Town) Aid	4237	\$30,000	\$30,000	\$30,000
R-2.4	Other (Specify)	4237			
R-2.5	Total Government Support		\$310,544	\$290,544	\$315,544
R-3	Operating Revenues				
R-3.1	Customer Charges	4300			
R-3.2	Sales of Goods or Services	4300	\$5,979	\$5,000	\$5,000
R-3.3	Other Assessments	4503			
R-3.4	Total Operating Revenues		\$5,979	\$5,000	\$5,000
R-4	Grants				
R-4.1	Direct Federal Grants	4201	\$52,505	\$80,000	\$41,045
R-4.2	Federal Grants thru State Agencies	4201	\$126,045	\$128,960	\$138,360
R-4.3	Grants from State Agencies	4211	\$59,075	\$48,824	\$48,824
R-4.4	Total Grants		\$237,625	\$257,784	\$228,229
R-5	Miscellaneous Revenue				
R-5.1	Interest	4501	\$63	\$100	\$100
R-5.2	Other: Specify Sponsorship	4500	\$0	\$1,000	\$1,000
R-5.3	Other: See Additional		\$6,780	\$8,000	\$8,000
R-5.4	Total Miscellaneous		\$6,843	\$9,100	\$9,100
R-5.5	Total Forecasted Revenue		\$560,991	\$562,428	\$557,873
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		4500			
R-6.4		4500			
R-6.5					
R-6.6	Total Other Forecasted Revenue (a+b)		\$0	\$0	\$0

Final Budget

Campbell County Conservation District

FYE 6/30/2023

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
E-1	Capital Outlay				
E-1.1	Real Property	6201			
E-1.2	Vehicles	6210	\$29,373	\$0	\$0
E-1.3	Office Equipment	6211	\$0	\$500	\$500
E-1.4	Other (Specify)				
E-1.5	_____	6200			
E-1.6	_____	6200			
E-1.7	_____				
E-1.8	TOTAL CAPITAL OUTLAY		\$29,373	\$500	\$500

ADMINISTRATION BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
E-2	Personnel Services				
E-2.1	Administrator	7002	\$70,635	\$60,000	\$65,500
E-2.2	Secretary	7003			
E-2.3	Clerical	7004			
E-2.4	Other (Specify)				
E-2.5	Program Assistant	7005	\$8,532	\$8,000	\$0
E-2.6	Education Coordinator	7005	\$51,368	\$50,000	\$55,000
E-2.7	_____ see additional details		\$50,000	\$8,000	\$8,000
E-3	Board Expenses				
E-3.1	Travel	7011	\$0	\$1,500	\$1,500
E-3.2	Mileage	7012	\$0	\$600	\$500
E-3.3	Other (Specify)				
E-3.4	Registrations	7013	\$0	\$800	\$500
E-3.5	Board Expenses - Other	7013	\$1,083	\$2,000	\$2,000
E-3.6	_____				
E-4	Contractual Services				
E-4.1	Legal	7021	\$17	\$1,000	\$1,000
E-4.2	Accounting/Auditing	7022	\$8,238	\$12,000	\$12,000
E-4.3	Other (Specify)				
E-4.4	_____ Printing Services	7023	\$1,418	\$1,900	\$2,500
E-4.5	_____ Bank Expenses	7023	\$0	\$50	\$50
E-4.6	_____ see additional details		\$3,101	\$3,000	\$3,000
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	7031	\$4,615	\$5,000	\$15,000
E-5.2	Office equipment, rent & repair	7032	\$0	\$1,000	\$1,000
E-5.3	Education	7033			
E-5.4	Registrations	7034			
E-5.5	Other (Specify)				
E-5.6	Advertising	7035	\$270	\$300	\$500
E-5.7	Postage	7035	\$999	\$1,200	\$1,250
E-5.8	_____ see additional details		\$13,677	\$13,357	\$13,500
E-6	TOTAL ADMINISTRATION		\$163,953	\$208,707	\$182,800

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Campbell County Conservation District

FYE 6/30/2023

OPERATIONS BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 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 _____ see additional details		\$4,260	\$8,000	\$8,000	\$8,000
E-8 Travel					
E-8.1 Mileage	7211	\$169	\$1,000	\$1,000	\$1,000
E-8.2 Other (Specify)					
E-8.3 Employee - Training and Travel	7212	\$76	\$3,000	\$3,000	\$3,000
E-8.4 Employee - Registration	7212	\$186	\$2,000	\$2,000	\$2,000
E-8.5 _____ see additional details		\$444	\$2,000	\$2,000	\$2,000
E-9 Operating supplies (List)					
E-9.1 Repairs, Maintenance, and Equipment	7220	\$29,373	\$5,000	\$5,000	\$5,000
E-9.2 Gas and Oil	7220	\$712	\$2,000	\$2,500	\$2,500
E-9.3 _____	7220				
E-9.4 _____	7220				
E-9.5 _____					
E-10 Program Services (List)					
E-10.1 Education Materials	7230	\$508	\$750	\$1,500	\$1,500
E-10.2 Water Quality Expenses	7230	\$105,403	\$42,854	\$89,089	\$89,089
E-10.3 RCPP	7230	\$195	\$15,955	\$64,045	\$64,045
E-10.4 Program Expenses	7230	\$51,225	\$28,212	\$12,500	\$12,500
E-10.5 _____ see additional details		\$75,092	\$51,853	\$77,792	\$77,792
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 Utilities	7450	\$3,813	\$8,630	\$8,500	\$8,500
E-12.2 _____	7450				
E-12.3 _____	7450				
E-12.4 _____	7450				
E-12.5 _____					
E-13 TOTAL OPERATIONS		\$271,456	\$171,254	\$276,926	\$276,926

Final Budget

Campbell County Conservation District

FYE 6/30/2023

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
E-14	Insurance				
E-14.1	Liability	7502	\$1,582	\$2,500	\$2,500
E-14.2	Buildings and vehicles	7503	\$2,489	\$1,500	\$1,500
E-14.3	Equipment	7504			
E-14.4	Other (Specify)				
E-14.5	Bonds	7505	\$458	\$1,000	\$1,000
E-14.6		7505			
E-14.7					
E-15	Indirect payroll costs:				
E-15.1	FICA (Social Security) taxes	7511	\$8,332	\$9,426	\$7,316
E-15.2	Workers Compensation	7512	\$2,490	\$4,302	\$2,997
E-15.3	Unemployment Taxes	7513	\$103	\$0	\$0
E-15.4	Retirement	7514	\$23,735	\$30,723	\$21,972
E-15.5	Health Insurance	7515	\$17,957	\$39,237	\$43,368
E-15.6	Other (Specify)				
E-15.7	Medicare	7516	\$1,949	\$2,205	\$1,711
E-15.8		7516			
E-15.9					
E-17	TOTAL INDIRECT COSTS	\$59,095	\$90,893	\$82,364	\$82,364

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 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

Campbell County Conservation District
 NAME OF DISTRICT/BOARD

FYE 6/30/2023

GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2020-2021	2021-2022	2022-2023	Final Approval
		Actual	Estimated	Proposed	
C-1	Balances at Beginning of Fiscal Year	DOA Chart of Accounts			
C-1.1	General Fund Checking	1010	\$128,702	\$128,702	\$163,921
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)		\$164,403	\$164,403	\$164,444
C-1.6	Total Estimated Cash and Investments on Hand		\$293,105	\$293,105	\$328,365
C-2 General Fund Reductions:					
C-2.1	a. Unpaid bills at FYE	2010			
C-2.2	b. Reserves		\$164,403	\$164,403	\$164,444
C-2.3	Total Deductions (a+b)		\$164,403	\$164,403	\$164,444
C-2.4	Estimated Non-Restricted Funds Available		\$128,702	\$128,702	\$163,921

DOA Chart of Accounts	1070
SINKING & DEBT SERVICE FUNDS	

C-3		2020-2021	2021-2022	2022-2023	Final Approval
		Actual	Estimated	Proposed	
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	1090
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C-4		2020-2021	2021-2022	2022-2023	Final Approval
		Actual	Estimated	Proposed	
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$164,403	\$164,403	\$164,403	\$164,403
C-4.2	Date of Reserve Approval in Minutes:				
C-4.3	Amount to be added to the reserve			\$41	\$41
C-4.4	Date of Reserve Approval in Minutes:				
C-4.5	SUB-TOTAL	\$164,403	\$164,403	\$164,444	\$164,444
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	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	\$164,403	\$164,403	\$164,444	\$164,444

BOND FUNDS	1060
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C-5		2020-2021	2021-2022	2022-2023	Final Approval
		Actual	Estimated	Proposed	
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