

# Final Budget

Campbell County Conservation District	
Budget Hearing Information	
601 4J Court, Suite D	Location: Campbell County Public Library
Gillette, WY 82716	Date: 7/14/2020
(307)682-1824	Time: 4:10pm
Campbell County	Budget Prepared by: Jennifer Hart

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

Campbell County Conservation District (CCCD) continues to be fiscally conservative. For FY 2021 the budget includes \$ 582,619 in expenditures. CCCD is forecasting general funds and revenues for FY 2021 to be \$762,634 this includes grant funding as well as support from private sponsors, city funding and county funding. The increase in funding is a result of a large amount of accounts receivable at the end of FY 20 that will be received in FY 21. Capital outlay for FY 21 is budgeted to be \$500 to replace outdated printers. With some aging equipment repairs and maintenance expenditures will remain higher for FY 21. CCCD will be eliminating the Watershed Coordinator position in FY21 and will instead utilize contractors to assist in the implementation of grants. All accrued bills are paid at a special board meeting at the end of each fiscal year, thus resulting in minimal unpaid bills at the end of each fiscal year. All legally restricted funds are reviewed at the end of the fiscal year prior to carry over. These funds are held in an account separate from CCCD's general funds. The CCCD will take a portion of remaining funds at the end of the fiscal year and deposit them into our long-term emergency fund. The district has an investment policy in place for these funds. The Campbell County Commissioners have provisionally recommended funding the district \$270,000, for FY 2021. This is a \$30,000 dollar decrease from FY 20. CCCD will also receive \$30,000 in funding from the City of Gillette. For FY 2021 CCCD will continue to offer education programs, water quality monitoring, seedling trees, and work toward new projects to meet the goals of our organization.

**S-B RESERVE DESCRIPTION**

The emergency reserves held by the District are reserved for emergencies such as floods, fires, and other natural disasters; as well as funds to operate the District for a nine month period, should local funding be reduced or removed. With the intent of securing alternative outside funding sources, or to close the District. 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	Does the district have regular office hours exceeding 20 hours per week?
Lindsay Wood	Nov. 2020	<input checked="" type="checkbox"/> Yes
Casey Elkins	Nov. 2022	If Yes, enter Address of office: 601 4J Court Suite D City, State, Zip: Gillette, WY 82716 Phone Number: (307)682-1824 Hours Open: 7:30-4:00
Jaime Tarver	Nov. 2022	
Richard Hauber	Nov. 2020	
Keith Eisenbraun	Nov. 2020	

Where are the minutes of your board meeting available for public review?  
 601 4 J Court, Suite D, Gillette, WY 82716

How and where are the notices of meeting posted for the public?  
 Posted on the door, on the district social media

Where are the public meetings held?  
 District boardroom at 601 4J Court Suite D, Gillette, WY 82716

## FINAL BUDGET SUMMARY

OVERVIEW		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$509,891	\$492,117	\$641,351	\$582,619
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	-\$88,685	\$0	\$88,685
S-4	Total General Fund and Forecasted Revenues Available	\$428,755	\$371,219	\$736,899	\$762,634
S-5	Amount requested from County Commissioners	\$0	\$0	\$0	\$0
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
S-7	Operating Revenues	\$9,101	\$7,929	\$10,000	\$10,000
S-8	Tax levy (From the County Treasurer)	\$0	\$0	\$0	\$0
S-9	Government Support	\$300,024	\$191,744	\$387,584	\$477,584
S-10	Grants	\$50,574	\$111,305	\$244,195	\$244,195
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$15,115	\$6,300	\$12,500	\$12,500
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$374,814	\$317,278	\$654,279	\$744,279
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FY 7/1/20-6/30/21

Campbell County Conservation District

EXPENDITURE SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
S-15	Capital Outlay	\$543	\$327	\$500	\$500
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$245,531	\$213,462	\$261,581	\$224,538
S-18	Operations	\$173,722	\$98,424	\$256,346	\$256,346
S-19	Indirect Costs	\$90,095	\$91,219	\$122,924	\$101,235
S-20R	Expenditures paid by Reserves	\$0	\$88,685	\$0	\$0
S-20	Total Expenditures	\$509,891	\$492,117	\$641,351	\$582,619

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	\$53,941	\$53,941	\$82,620	\$18,355

**Summary of Reserve Funds**

S-23	Beginning Balance in Reserve Accounts	\$0	\$0	\$0	\$0
S-24	a. Sinking and Debt Service Funds	\$113,011	\$113,011	\$24,326	\$24,326
S-25	b. Reserves	\$0	\$0	\$0	\$0
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$113,011	\$113,011	\$24,326	\$24,326
S-27	Amount to be added	\$0	\$0	\$0	\$0
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$88,685
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	\$88,685
S-31	Subtotal	\$113,011	\$113,011	\$24,326	\$113,011
S-32	Less Total to be spent	\$0	\$88,685	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$113,011	\$24,326	\$24,326	\$113,011

End of Summary

*James J. Janner*  
 Budget Officer / District Official (if not same as "Submitted by")

Date adopted by Special District 7/14/2020

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

PREPARED BY: Jennifer Hart

DISTRICT PHONE: (307)682-1824

# Final Budget

Campbell County 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	<b>Property Taxes and Assessments Received</b>				
R-1.1	Tax Levy (From the County Treasurer)				
R-1.2	Other County Support				

## FORECASTED REVENUE

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
R-2	<b>Revenues from Other Governments</b>				
R-2.1	State Aid	\$8,824	\$8,824	\$8,824	\$8,824
R-2.2	Additional County Aid (non-treasurer)	\$291,200	\$150,000	\$330,000	\$420,000
R-2.3	City (or Town) Aid	\$0	\$30,000	\$45,840	\$45,840
R-2.4	Other (Specify)		\$2,920	\$2,920	\$2,920
R-2.5	<b>Total Government Support</b>	<b>\$300,024</b>	<b>\$191,744</b>	<b>\$387,584</b>	<b>\$477,584</b>
R-3	<b>Operating Revenues</b>				
R-3.1	Customer Charges				
R-3.2	Sales of Goods or Services	\$9,101	\$7,929	\$10,000	\$10,000
R-3.3	Other Assessments				
R-3.4	<b>Total Operating Revenues</b>	<b>\$9,101</b>	<b>\$7,929</b>	<b>\$10,000</b>	<b>\$10,000</b>
R-4	<b>Grants</b>				
R-4.1	Direct Federal Grants	\$16,063	\$0	\$153,937	\$153,937
R-4.2	Federal Grants thru State Agencies	\$34,115	\$52,702	\$28,258	\$28,258
R-4.3	Grants from State Agencies	\$396	\$58,603	\$62,000	\$62,000
R-4.4	<b>Total Grants</b>	<b>\$50,574</b>	<b>\$111,305</b>	<b>\$244,195</b>	<b>\$244,195</b>
R-5	<b>Miscellaneous Revenue</b>				
R-5.1	Interest	\$2,420	\$1,400	\$1,500	\$1,500
R-5.2	Other: Specify				
R-5.3	Other: See Additional	\$12,695	\$4,900	\$11,000	\$11,000
R-5.4	<b>Total Miscellaneous</b>	<b>\$15,115</b>	<b>\$6,300</b>	<b>\$12,500</b>	<b>\$12,500</b>
R-5.5	<b>Total Forecasted Revenue</b>	<b>\$374,814</b>	<b>\$317,278</b>	<b>\$654,279</b>	<b>\$744,279</b>
R-6	<b>Other Forecasted Revenue</b>				
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	<b>Total Other Forecasted Revenue (a+b)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# Final Budget

Campbell County Conservation District

FYE 6/30/2021

NAME OF DISTRICT/BOARD

## CAPITAL OUTLAY BUDGET

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
<b>E-1</b>	<b>Capital Outlay</b>				
E-1.1	Real Property				
E-1.2	Vehicles				
E-1.3	Office Equipment				
E-1.4	Other (Specify)				
E-1.5	Computer	\$543	\$327	\$500	\$500
E-1.6					
E-1.7					
E-1.8	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$543</b>	<b>\$327</b>	<b>\$500</b>	<b>\$500</b>

## ADMINISTRATION BUDGET

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
<b>E-2</b>	<b>Personnel Services</b>				
E-2.1	Administrator	\$72,556	\$75,347	\$75,347	\$75,747
E-2.2	Secretary				
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5	Program Assistant	\$54,538	\$56,634	\$56,634	\$56,634
E-2.6	Education Coordinator	\$38,522	\$39,993	\$39,993	\$50,000
E-2.7	see additional details	\$45,598	\$11,328	\$50,000	
<b>E-3</b>	<b>Board Expenses</b>				
E-3.1	Travel	\$445	\$524	\$2,000	\$2,000
E-3.2	Mileage	\$502	\$142	\$600	\$600
E-3.3	Other (Specify)				
E-3.4	Registrations	\$442	\$377	\$800	\$800
E-3.5	Other- Board Expenses	\$229	\$0	\$2,300	\$2,300
E-3.6					
<b>E-4</b>	<b>Contractual Services</b>				
E-4.1	Legal	\$500	\$0	\$1,500	\$1,500
E-4.2	Accounting/Auditing	\$8,382	\$8,000	\$8,000	\$8,750
E-4.3	Other (Specify)				
E-4.4	Printing Services	\$1,709	\$1,700	\$1,900	\$1,900
E-4.5	Bank Expenses	\$125	\$21	\$50	\$50
E-4.6	see additional details	\$2,771		\$3,000	\$3,000
<b>E-5</b>	<b>Other Administrative Expenses</b>				
E-5.1	Office Supplies	\$4,167	\$4,631	\$3,200	\$5,000
E-5.2	Office equipment, rent & repair	\$114	\$0	\$1,000	\$1,000
E-5.3	Education				
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	Postage	\$846	\$785	\$1,200	\$1,200
E-5.7	Advertisement	\$321	\$163	\$350	\$350
E-5.8	see additional details	\$13,764	\$13,818	\$13,707	\$13,707
<b>E-6</b>	<b>TOTAL ADMINISTRATION</b>	<b>\$245,531</b>	<b>\$213,462</b>	<b>\$261,581</b>	<b>\$224,538</b>

# Final Budget

Campbell County Conservation District

FYE 6/30/2021

## OPERATIONS BUDGET

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
<b>E-7</b>	<b>Personnel Services</b>				
E-7.1	Wages--Operations				
E-7.2	Service Contracts				
E-7.3	Other (Specify)				
E-7.4	_____				
E-7.5	_____				
E-7.6	see additional details	\$7,272	\$1,283	\$8,000	\$8,000
<b>E-8</b>	<b>Travel</b>				
E-8.1	Mileage	\$2,104	\$947	\$2,000	\$2,000
E-8.2	Other (Specify)				
E-8.3	Employee- Training/ Trav	\$4,848	\$4,732	\$6,000	\$6,000
E-8.4	Employee- registrations	\$1,485	\$2,051	\$2,500	\$2,500
E-8.5	see additional details	\$1,489	\$2,958	\$2,000	\$2,000
<b>E-9</b>	<b>Operating supplies (List)</b>				
E-9.1	Repaires/ Maintenance	\$252	\$965	\$3,000	\$3,000
E-9.2	Gas and oil	\$2,127	\$1,133	\$2,500	\$2,500
E-9.3	_____				
E-9.4	_____				
E-9.5	_____				
<b>E-10</b>	<b>Program Services (List)</b>				
E-10.1	Education Materials	\$413	\$1,227	\$1,000	\$1,000
E-10.2	Program Expenses	\$49,673	\$10,129	\$53,937	\$53,937
E-10.3	Water Quality Expenses	\$17,790	\$67,000	\$38,819	\$38,819
E-10.4	RCP	\$0	\$0	\$80,000	\$80,000
E-10.5	see additional details	\$81,029		\$48,390	\$48,390
<b>E-11</b>	<b>Contractual Arrangements (List)</b>				
E-11.1	_____				
E-11.2	_____				
E-11.3	_____				
E-11.4	_____				
E-11.5	_____				
<b>E-12</b>	<b>Other operations (Specify)</b>				
E-12.1	Utilities	\$5,021	\$6,000	\$7,200	\$7,200
E-12.2	Buildg. Repaires/ mainter	\$219	\$0	\$1,000	\$1,000
E-12.3	_____				
E-12.4	_____				
E-12.5	_____				
<b>E-13</b>	<b>TOTAL OPERATIONS</b>	<b>\$173,722</b>	<b>\$98,424</b>	<b>\$256,346</b>	<b>\$256,346</b>

# Final Budget

Campbell County Conservation District

FYE 6/30/2021

## INDIRECT COSTS BUDGET

			2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
<b>E-14</b>	<b>Insurance</b>					
E-14.1	Liability		\$2,495	\$2,063	\$2,500	\$2,500
E-14.2	Buildings and vehicles		\$1,472	\$1,532	\$1,500	\$1,500
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	<u>Bonds</u>		\$379	\$458	\$1,000	\$1,000
E-14.6						
E-14.7						
<b>E-15</b>	<b>Indirect payroll costs:</b>					
E-15.1	FICA (Social Security) taxes		\$12,639	\$13,140	\$13,140	\$10,734
E-15.2	Workers Compensation		\$5,531	\$5,998	\$5,998	\$4,899
E-15.3	Unemployment Taxes					
E-15.4	Retirement		\$32,155	\$35,000	\$39,112	\$32,137
E-15.5	Health Insurance		\$32,468	\$30,000	\$56,646	\$45,954
E-15.6	Other (Specify)					
E-15.7	<u>Medicare</u>		\$2,956	\$3,028	\$3,028	\$2,511
E-15.8						
E-15.9						
<b>E-17</b>	<b>TOTAL INDIRECT COSTS</b>		<b>\$90,095</b>	<b>\$91,219</b>	<b>\$122,924</b>	<b>\$101,235</b>

## DEBT SERVICE BUDGET

			2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
<b>D-1</b>	<b>Debt Service</b>					
D-1.1	Principal					
D-1.2	Interest					
D-1.3	Fees					
<b>D-2</b>	<b>TOTAL DEBT SERVICE</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# Final Budget

Campbell County Conservation District  
 NAME OF DISTRICT/BOARD

FYE 6/30/2021

## GENERAL FUNDS

	End of Year	Beginning	Beginning	Final Approval
	2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	
<b>C-1 Balances at Beginning of Fiscal Year</b>				
C-1.1 General Fund Checking Account Balance	\$53,941	\$53,941	\$82,620	\$18,355
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)	\$113,011	\$113,011	\$24,326	\$113,011
C-1.6 <b>Total Estimated Cash and Investments on Hand</b>	<b>\$166,952</b>	<b>\$166,952</b>	<b>\$106,946</b>	<b>\$131,366</b>
<b>C-2 General Fund Reductions:</b>				
C-2.1 a. Unpaid bills at FYE				
C-2.2 b. Reserves	\$113,011	\$24,326	\$24,326	\$113,011
C-2.3 <b>Total Deductions (a+b)</b>	<b>\$113,011</b>	<b>\$24,326</b>	<b>\$24,326</b>	<b>\$113,011</b>
C-2.4 <b>Estimated Non-Restricted Funds Available</b>	<b>\$53,941</b>	<b>\$142,626</b>	<b>\$82,620</b>	<b>\$18,355</b>

## SINKING & DEBT SERVICE FUNDS

	2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
<b>C-3</b>				
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 <b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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 <b>TOTAL CAPITAL OUTLAY (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-3.12 Balance to be retained	\$0	\$0	\$0	\$0

## RESERVES

	2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
<b>C-4</b>				
C-4.1 Beginning Balance in Reserve Account (end of previous year)	\$113,011	\$113,011	\$24,326	\$24,326
C-4.2 <i>Date of Reserve Approval in Minutes:</i>				
C-4.3 Amount to be added to the reserve				\$88,685
C-4.4 <i>Date of Reserve Approval in Minutes:</i> 7/14/2020				
C-4.5 <b>SUB-TOTAL</b>	<b>\$113,011</b>	<b>\$113,011</b>	<b>\$24,326</b>	<b>\$113,011</b>
C-4.6 Identify the amount and project to be spent				
C-4.7 a. Forestry Projects				
C-4.8 b. Water Quality				
C-4.9 c. See Additional Details		\$88,685		
C-4.10 <i>Date of Reserve Approval in Minutes:</i>				
C-4.11 <b>TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>	<b>\$0</b>	<b>\$88,685</b>	<b>\$0</b>	<b>\$0</b>
C-4.12 Balance to be retained	\$113,011	\$24,326	\$24,326	\$113,011

## BOND FUNDS

	2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
<b>C-5</b>				
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 <b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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 <b>TOTAL TO BE SPENT</b>	<b>\$0</b>	<b>\$88,685</b>	<b>\$0</b>	<b>\$0</b>

