

# Proposed Budget

<b>Meeteetse Conservation District</b>	
Budget Hearing Information	
1906 State Street (PO Box 237)	Location: Meeteetse Conservation District Office
Meeteetse, WY 82433	Date: 7/11/2016
307-868-2484	Time: 1:00pm
Park	Budget Prepared by: Steve Jones & Ginny Davis

**S-1 BUDGET MESSAGE** W.S. 16-4-104(g)

BUDGET MESSAGE (per W.S. 16-4-104 (c)): The Meeteetse Conservation District, as authorized by statute and described in the MCD Long Range Program - Land Use Management and Resource Conservation Plan, 2011, and in its Annual Plan of Work:

- + Continues to be involved in soil, water, & the conservation of natural resources through watershed management & assessment, water quality and range monitoring, natural resource management and planning, and subdivision reviews, and is active in a multitude of intergovernmental activities, including USDA National Forest and USDI Bureau of Land Management land use and resource management planning.
- + Provides education and assistance for cooperators to further their social & economic betterment.
- + Assists within the school system to provide for the wise future use of natural resources.

The Meeteetse Conservation District operates with a positive cash flow with revenues received from the one mill tax levy (approved by the voters in November, 1998), grants from the Wyoming Department of Agriculture and other State agencies, pass-through project contributions from outside partners, grant funds with federal funding origins, anticipates possible future grant awards from various sources, plans to sell vacant land it owns in the town of Meeteetse, and has minor revenues from investment. The Board continues to anticipate future needs by maintaining reserve accounts for Emergency, Natural Resource Management & Planning, Deprecation, and new fiscal year Startup. In this budget year, funds from the Emergency Reserve are projected to be needed.

The Meeteetse Conservation District Board of Supervisors intends to continue the operation and administration of the District including two full-time wage employees, one part-time, grant-funded wage employee, one FT seasonal employee (RS), one PT seasonal employee, and one Meeteetse Youth Work Program member. The MCD may adjust personnel as necessary.

## PROPOSED BUDGET SUMMARY

OVERVIEW	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-1 <b>Total Budgeted Expenditures</b>	\$430,891	\$389,886	\$345,217	\$339,251
S-2 <b>Total Principal to Pay on Debt</b>	\$0	\$0	\$0	\$0
S-3 <b>Total to be added to Restricted Funds</b>	\$95,342	\$95,342	\$40,341	\$40,341
S-4 <b>Total General Fund and Forecasted Revenues</b>	\$433,949	\$474,669	\$300,732	\$294,732
S-5 <b>Amount requested from County Commissioners</b>	\$203,126	\$191,244	\$103,668	\$103,668
S-6 <b>Additional Funding Needed :</b>			<b>\$84,826</b>	<b>\$84,861</b>

Meeteetse Conservation District

REVENUE SUMMARY	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-7 <b>Operating Revenues</b>	\$0	\$0	\$0	\$0
S-8 <b>Tax levy (From the County Treasurer)</b>	\$203,126	\$191,244	\$103,668	\$103,668
S-9 <b>Government Support</b>	\$0	\$0	\$0	\$0
S-10 <b>Grants</b>	\$97,407	\$83,994	\$168,088	\$168,088
S-11 <b>Other County Support (Not from Co. Treas.)</b>	\$0	\$0	\$0	\$0
S-12 <b>Miscellaneous</b>	\$43,740	\$60,469	\$6,400	\$400
S-13 <b>Other Forecasted Revenue</b>	\$0	\$0	\$0	\$0
S-14 <b>Total Revenue</b>	<b>\$344,273</b>	<b>\$335,707</b>	<b>\$278,156</b>	<b>\$272,156</b>

<b>EXPENDITURE SUMMARY</b>		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-15	<b>Capital Outlay</b>	\$180,749	\$8,596	\$4,500	\$4,500
S-16	<b>Interest and Fees On Debt</b>	\$0	\$0	\$0	\$0
S-17	<b>Administration</b>	\$57,834	\$51,190	\$54,758	\$51,893
S-18	<b>Operations</b>	\$164,604	\$276,148	\$248,434	\$245,334
S-19	<b>Indirect Costs</b>	\$27,704	\$53,952	\$37,524	\$37,524
S-20	<b>Total Expenditures</b>	\$430,891	\$389,886	\$345,217	\$339,251

<b>DEBT SUMMARY</b>		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-21	<b>Principal Paid on Debt</b>	\$0	\$0	\$0	\$0

<b>CASH AND INVESTMENTS</b>		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$89,676	\$138,961	\$22,576	\$22,576

**Summary of Reserve Funds**

S-23	<b>Beginning Balance in Reserve Accounts</b>				
S-24	a. Depreciation Reserve	\$2,870	\$2,881	\$2,892	\$2,892
S-25	b. Other Reserve	\$58,341	\$123,449	\$123,556	\$123,556
S-26	c. Emergency Reserve (Cash)	\$59,858	\$60,083	\$60,307	\$60,307
	<b>Total Reserves (a+b+c)</b>	\$121,070	\$186,412	\$186,754	\$186,754
S-27	<b>Amount to be added</b>				
S-28	a. Depreciation Reserve	\$11	\$11	\$11	\$11
S-29	b. Other Reserve	\$95,108	\$95,107	\$40,106	\$40,106
S-30	c. Emergency Reserve (Cash)	\$224	\$224	\$224	\$224
	<b>Total to be added (a+b+c)</b>	\$95,342	\$95,342	\$40,341	\$40,341
S-31	<b>Subtotal</b>	\$216,412	\$281,754	\$227,096	\$227,096
S-32	<b>Less Total to be spent</b>	\$30,000	\$95,000	\$95,000	\$95,000
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	\$186,412	\$186,754	\$132,096	\$132,096

*End of Summary*

Stephen S Jones, Treasurer - MCD Board of Supervisors  
 Budget Officer / District Official (if not same as "Submitted by")

Date adopted by Special District \_\_\_\_\_

**DISTRICT ADDRESS:** 1906 State Street (PO Box 237)  
 Meeteetse, WY 82433

**PREPARED BY:** Steve Jones & Ginny Davis

**DISTRICT PHONE:** 307-868-2484

*Prepared in compliance with the Uniform Municipal Fiscal Procedures Act (W.S. 16-4-101 through 124) as it applies.*

*Form approved by Wyoming Department of Audit, Public Funds Division*

# Proposed Budget

Meeteetse Conservation District

FYE 6/30/2017

**NAME OF DISTRICT/BOARD**

## PROPERTY TAXES AND ASSESSMENTS

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
R-1	<b>Property Taxes and Assessments Received</b>				
R-1.1	<b>Tax Levy (From the County Treasurer)</b>	\$203,126	\$191,244	\$103,668	\$103,668
R-1.2	Other County Support	\$0	\$0	\$0	

## FORECASTED REVENUE

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
R-2	<b>Revenues from Other Governments</b>				
R-2.1	State Aid	\$0	\$0	\$0	
R-2.2	Additional County Aid (non-treasurer)	\$0	\$0	\$0	
R-2.3	City (or Town) Aid	\$0	\$0	\$0	
R-2.4	Other (Specify)	\$0	\$0	\$0	
R-2.5	<b>Total Government Support</b>	\$0	\$0	\$0	\$0
R-3	<b>Operating Revenues</b>				
R-3.1	Customer Charges	\$0	\$0	\$0	
R-3.2	Sales of Goods or Services	\$0	\$0	\$0	
R-3.3	Other Assessments	\$0	\$0	\$0	
R-3.4	<b>Total Operating Revenues</b>	\$0	\$0	\$0	\$0
R-4	<b>Grants</b>				
R-4.1	Direct Federal Grants	\$16,022	\$12,425	\$0	
R-4.2	Federal Grants thru State Agencies	\$0	\$0	\$0	
R-4.3	Grants from State Agencies	\$81,385	\$71,569	\$168,088	\$168,088
R-4.4	<b>Total Grants</b>	\$97,407	\$83,994	\$168,088	\$168,088
R-5	<b>Miscellaneous Revenue</b>				
R-5.1	Interest	\$375	\$366	\$100	\$100
R-5.2	Other: Specify <u>Refunds, Building Use</u>	\$1,342	\$1,282	\$300	\$300
R-5.3	Other: See Additional	\$42,023	\$58,821	\$6,000	
R-5.4	<b>Total Miscellaneous</b>	\$43,740	\$60,469	\$6,400	\$400
R-5.5	<b>Total Forecasted Revenue</b>	\$141,147	\$144,463	\$174,488	\$168,488
R-6	<b>Other Forecasted Revenue</b>				
R-6.1	a. Other past due-as estimated by Co. Treas.	\$0	\$0	\$0	
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>	\$0	\$0	\$0	\$0

# Proposed Budget

Meeteetse Conservation District  
 NAME OF DISTRICT/BOARD

FYE 6/30/2017

## CAPITAL OUTLAY BUDGET

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>E-1</b>	<b>Capital Outlay</b>				
E-1.1	Real Property	\$160,398	\$7,022	\$0	
E-1.2	Vehicles	\$8,500	\$0	\$0	
E-1.3	Office Equipment	\$11,851	\$1,574	\$4,500	\$4,500
E-1.4	Other (Specify)				
E-1.5	_____				
E-1.6	_____				
E-1.7					
E-1.8	<b>TOTAL CAPITAL OUTLAY</b>	\$180,749	\$8,596	\$4,500	\$4,500

## ADMINISTRATION BUDGET

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>E-2</b>	<b>Personnel Services</b>				
E-2.1	Administrator	\$0	\$2,904	\$17,160	\$17,160
E-2.2	Secretary	\$0			
E-2.3	Clerical	\$16,188	\$18,107	\$14,633	\$14,633
E-2.4	Other (Specify)				
E-2.5	<u>RS Admin (Resource Spe</u>	\$14,581	\$8,729	\$4,133	\$4,133
E-2.6	<u>Temporary Clerical, Ofc M</u>	\$496	\$0	\$0	
E-2.7					
<b>E-3</b>	<b>Board Expenses</b>				
E-3.1	Travel	\$2,316	\$1,489	\$1,200	\$1,200
E-3.2	Mileage	\$1,179	\$679	\$700	\$700
E-3.3	Other (Specify)				
E-3.4	Bonds	\$100	\$247	\$247	\$247
E-3.5	Other	\$541	\$375	\$100	\$100
E-3.6					
<b>E-4</b>	<b>Contractual Services</b>				
E-4.1	Legal	\$0	\$0	\$0	
E-4.2	Accounting/Auditing	\$1,626	\$2,193	\$2,000	\$2,000
E-4.3	Other (Specify)				
E-4.4	<u>Contract Labor</u>	\$1,080	\$1,120	\$800	\$800
E-4.5	_____	\$0	\$0	\$0	
E-4.6					
<b>E-5</b>	<b>Other Administrative Expenses</b>				
E-5.1	Office Supplies	\$1,102	\$966	\$1,100	\$1,100
E-5.2	Office equipment, rent & repair	\$0	\$563	\$600	\$600
E-5.3	Education	\$0	\$0	\$0	
E-5.4	Registrations	\$1,265	\$945	\$920	\$920
E-5.5	Other (Specify)				
E-5.6	<u>Ofc Bldg - Maint/Repair</u>	\$2,348	\$1,550	\$1,200	\$1,200
E-5.7	<u>Ofc Utilities (gas, elect, et</u>	\$9,321	\$7,055	\$7,100	\$7,100
E-5.8	see additional details	\$5,692	\$4,269	\$2,865	
<b>E-6</b>	<b>TOTAL ADMINISTRATION</b>	\$57,834	\$51,190	\$54,758	\$51,893

# Proposed Budget

Meeteetse Conservation District

FYE 6/30/2017

## OPERATIONS BUDGET

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>E-7</b>	<b>Personnel Services</b>				
E-7.1	Wages--Operations	\$86,525	\$95,590	\$78,573	\$78,573
E-7.2	Service Contracts	\$0	\$0	\$0	
E-7.3	Other (Specify)				
E-7.4	_____	\$0	\$0	\$0	
E-7.5	_____	\$0	\$0	\$0	
E-7.6	_____				
<b>E-8</b>	<b>Travel</b>				
E-8.1	Mileage	\$5,770	\$14,829	\$4,500	\$4,500
E-8.2	Other (Specify)				
E-8.3	Lodging, meals, etc.	\$1,796	\$1,005	\$900	\$900
E-8.4	_____				
E-8.5	_____				
<b>E-9</b>	<b>Operating supplies (List)</b>				
E-9.1	Maint/Repairs to OP Eqpt & Auto	\$230	\$1,186	\$1,200	\$1,200
E-9.2	Supplies - Operations/Office	\$3,335	\$2,413	\$4,700	\$4,700
E-9.3	Dues, memberships, Registrations	\$10,117	\$9,413	\$5,661	\$5,661
E-9.4	Advertising & Promotion	\$219	\$83	\$100	\$100
E-9.5	see additional details	\$1,322	\$2,146	\$3,100	
<b>E-10</b>	<b>Program Services (List)</b>				
E-10.1	_____	\$0	\$0	\$0	
E-10.2	_____	\$0	\$0	\$0	
E-10.3	_____	\$0	\$0	\$0	
E-10.4	_____	\$0	\$0	\$0	
E-10.5	_____				
<b>E-11</b>	<b>Contractual Arrangements (List)</b>				
E-11.1	Legal	\$0	\$500	\$1,000	\$1,000
E-11.2	Tech Consultant	\$524	\$521	\$1,500	\$1,500
E-11.3	_____				
E-11.4	_____				
E-11.5	_____				
<b>E-12</b>	<b>Other operations (Specify)</b>				
E-12.1	Contrib. to Outside Progr	\$1,785	\$1,433	\$1,200	\$1,200
E-12.2	MCD Special Operations	\$52,982	\$147,028	\$146,000	\$146,000
E-12.3	_____				
E-12.4	_____				
E-12.5	_____				
<b>E-13</b>	<b>TOTAL OPERATIONS</b>	<b>\$164,604</b>	<b>\$276,148</b>	<b>\$248,434</b>	<b>\$245,334</b>

# Proposed Budget

Meeteetse Conservation District

FYE 6/30/2017

## INDIRECT COSTS BUDGET

			2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>E-14</b>	<b>Insurance</b>					
E-14.1	Liability		\$1,741	\$1,800	\$1,800	\$1,800
E-14.2	Buildings and vehicles		\$3,435	\$1,392	\$1,400	\$1,400
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	_____					
E-14.6	_____					
E-14.7						
<b>E-15</b>	<b>Indirect payroll costs:</b>					
E-15.1	FICA (Social Security) taxes		\$1,029	\$2,237	\$1,791	\$1,791
E-15.2	Workers Compensation		\$2,380	\$3,440	\$2,409	\$2,409
E-15.3	Unemployment Taxes		\$325	\$338	\$277	\$277
E-15.4	Retirement		\$1,301	\$15,428	\$6,180	\$6,180
E-15.5	Health Insurance		\$16,230	\$26,432	\$22,182	\$22,182
E-15.6	Other (Specify)					
E-15.7	Medicare (MCD Share)		\$1,263	\$2,884	\$1,486	\$1,486
E-15.8	_____					
E-15.9						
<b>E-16</b>	<b>Depreciation Expenses</b>					
<b>E-17</b>	<b>TOTAL INDIRECT COSTS</b>		<b>\$27,704</b>	<b>\$53,952</b>	<b>\$37,524</b>	<b>\$37,524</b>

## DEBT SERVICE BUDGET

			2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>D-1</b>	<b>Debt Service</b>					
D-1.1	Principal		\$0	\$0	\$0	
D-1.2	Interest		\$0	\$0	\$0	
D-1.3	Fees		\$0	\$0	\$0	
<b>D-2</b>	<b>TOTAL DEBT SERVICE</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# Proposed Budget

Meeteetse Conservation District  
 NAME OF DISTRICT/BOARD \_\_\_\_\_

FYE 6/30/2017 \_\_\_\_\_

## GENERAL FUNDS

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>C-1</b>	<b>Balances at End of Fiscal Year</b>				
C-1.1	General Fund Checking Account Balance	\$26,939	\$28,953	\$22,276	\$22,276
C-1.2	Savings and Investments Account Balance	\$62,736	\$110,009	\$300	\$300
C-1.3	General Fund CD Balance	\$0	\$0	\$0	
C-1.4	All Other Funds	\$0	\$0	\$0	
C-1.5	Reserves (From Below)	\$186,412	\$186,754	\$132,096	\$132,096
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>	<b>\$276,088</b>	<b>\$325,716</b>	<b>\$154,672</b>	<b>\$154,672</b>
<b>C-2</b>	<b>General Fund Reductions:</b>				
C-2.1	a. Unpaid bills at FYE	\$0	\$0	\$0	
C-2.2	b. Reserves	\$186,412	\$186,754	\$132,096	\$132,096
C-2.3	<b>Total Deductions (a+b)</b>	<b>\$186,412</b>	<b>\$186,754</b>	<b>\$132,096</b>	<b>\$132,096</b>
C-2.4	<b>Estimated Non-Restricted Funds Available</b>	<b>\$89,676</b>	<b>\$138,961</b>	<b>\$22,576</b>	<b>\$22,576</b>

## DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>C-3</b>					
C-3.1	Balance in Reserve Account, <b>end of previous fiscal year.</b>	\$2,870	\$2,881	\$2,892	\$2,892
C-3.2	<i>Date of Reserve Approval in Minutes:</i> <u>July 2014 ????</u>				
C-3.3	Amount to be added to the reserve	\$11	\$11	\$11	\$11
C-3.4	<i>Date of Reserve Approval in Minutes:</i> <u>Jul-14</u>				
C-3.5	<b>SUB-TOTAL</b>	<b>\$2,881</b>	<b>\$2,892</b>	<b>\$2,903</b>	<b>\$2,903</b>
C-3.6	Identify the amount to be spent from "Reserve for Capital Outlay"				
C-3.7	a. _____	\$0	\$0	\$0	
C-3.8	b. _____	\$0	\$0	\$0	
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	Account (Line 3 - Line 5)	\$2,881	\$2,892	\$2,903	\$2,903

## OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>C-4</b>					
C-4.1	Balance in Reserve Account, beginning of budget year	\$58,341	\$123,449	\$123,556	\$123,556
C-4.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.3	Amount to be added to the reserve	\$95,108	\$95,107	\$40,106	\$40,106
C-4.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.5	<b>SUB-TOTAL</b>	<b>\$153,449</b>	<b>\$218,556</b>	<b>\$163,662</b>	<b>\$163,662</b>
C-4.6	"Other Reserves"				
C-4.7	a. <u>Start Up Reserve Outlay</u>	\$30,000	\$95,000	\$95,000	\$95,000
C-4.8	b. _____				
C-4.9	c. _____				
C-4.10	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.11	<b>TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>	<b>\$30,000</b>	<b>\$95,000</b>	<b>\$95,000</b>	<b>\$95,000</b>
C-4.12	9 - Line 11)	\$123,449	\$123,556	\$68,662	\$68,662

## ASSIGNED FUND BALANCE (EMERGENCY RESERVE - NOT COMMITTED)

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Pending Approval
<b>C-5</b>					
C-5.1	Balance in Reserve Account, beginning of budget year	\$59,858	\$60,083	\$60,307	\$60,307
C-5.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.3	Amount to be added to the reserve	\$224	\$224	\$224	\$224
C-5.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.5	<b>SUB-TOTAL</b>	<b>\$60,083</b>	<b>\$60,307</b>	<b>\$60,531</b>	<b>\$60,531</b>
C-5.6	Amount to be spent from Emergency Reserve (Cash)	\$0	\$0	\$0	
C-5.7	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.8	Balance to be retained in Assigned Fund Balance	\$60,083	\$60,307	\$60,531	\$60,531
C-5.9	<b>TOTAL TO BE SPENT</b>	<b>\$30,000</b>	<b>\$95,000</b>	<b>\$95,000</b>	<b>\$95,000</b>
<b>C-6</b>	<b>Total Cash Available and Forecasted Revenue</b>	<b>\$230,823</b>	<b>\$283,425</b>	<b>\$197,064</b>	<b>\$191,064</b>