

Proposed Budget

| | |
|---|---|
| Natrona County Conservation District | |
| Budget Hearing Information | |
| 5880 Enterprise Drive, Suite 100 | Location: unknown |
| Casper, WY 82609 | Date: unknown |
| 307-261-5436, Ext. 5592 | Time: unknown |
| Natrona | Budget Prepared by: Lisa Ogden, District Manager |

| | | |
|---|-----------------------|------------------|
| S-1 | BUDGET MESSAGE | W.S. 16-4-104(d) |
| <p>Revenues and expenditures have increased throughout the last several years due to several grant awards through the Wyoming Department of Agriculture, as well as the Wyoming Department of Environmental Quality. These funds have been utilized primarily for implementing on-the-ground projects for the purpose of increasing water quality and decreasing water usage by installing pipeline and irrigation structures on both private and county land. Additional Special Funding was received in FY2015, and will be received in FY2016, FY2017, and FY2018 from Natrona County and the City of Casper to assist with the implementation of these projects. These projects benefit both the urban and the rural community, as levels of the US EPA priority pollutant, selenium, is lowered throughout the watershed, improving water quality for both wildlife and people alike. The NCCD intends to continue seeking out and applying for grants that will provide funding to continue these activities.</p> <p>The NCCD is managed by a District Manager, and supervised by a publically elected Board of Supervisors. The Board of Supervisors is responsible for the proper management of all funds received by the District, and oversight on all projects that are implemented.</p> | | |

PROPOSED BUDGET SUMMARY

| OVERVIEW | 2014-2015 Actual | 2015-2016 Estimated | 2016-2017 Proposed | Pending Approval |
|---|---------------------|------------------------|-----------------------|---------------------|
| S-1 Total Budgeted Expenditures | \$234,636 | \$511,777 | \$666,319 | \$666,319 |
| S-2 Total Principal to Pay on Debt | \$0 | \$0 | \$0 | \$0 |
| S-3 Total Change to Restricted Funds | -\$26,934 | \$117,346 | -\$118,437 | -\$118,437 |
| S-4 Total General Fund and Forecasted Revenues | \$225,878 | \$658,162 | \$553,258 | \$553,258 |
| S-5 <i>Amount requested from County Commissioners</i> | \$0 | \$0 | \$0 | \$0 |
| S-6 Additional Funding Needed : | | | \$0 | \$0 |

| REVENUE SUMMARY | 2014-2015 Actual | 2015-2016 Estimated | 2016-2017 Proposed | Pending Approval |
|--|---------------------|------------------------|-----------------------|---------------------|
| S-7 Operating Revenues | \$8,645 | \$13,137 | \$10,000 | \$10,000 |
| S-8 Tax levy (From the County Treasurer) | \$0 | \$0 | \$0 | \$0 |
| S-9 Government Support | \$68,824 | \$108,088 | \$82,706 | \$82,706 |
| S-10 Grants | \$125,802 | \$426,372 | \$360,000 | \$360,000 |
| S-11 Other County Support (Not from Co. Treas.) | \$0 | \$0 | \$0 | \$0 |
| S-12 Miscellaneous | \$97 | \$95,071 | \$95,176 | \$95,176 |
| S-13 Other Forecasted Revenue | \$0 | \$0 | \$0 | \$0 |
| S-14 Total Revenue | \$203,368 | \$642,668 | \$547,882 | \$547,882 |

| EXPENDITURE SUMMARY | | 2014-2015 Actual | 2015-2016 Estimated | 2016-2017 Proposed | Pending Approval |
|----------------------------|----------------------------------|---------------------|------------------------|-----------------------|---------------------|
| S-15 | Capital Outlay | \$0 | \$0 | \$0 | \$0 |
| S-16 | Interest and Fees On Debt | \$0 | \$0 | \$0 | \$0 |
| S-17 | Administration | \$64,219 | \$75,568 | \$80,102 | \$80,102 |
| S-18 | Operations | \$158,383 | \$422,033 | \$569,342 | \$569,342 |
| S-19 | Indirect Costs | \$12,034 | \$14,176 | \$16,875 | \$16,875 |
| S-20 | Total Expenditures | \$234,636 | \$511,777 | \$666,319 | \$666,319 |

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

| CASH AND INVESTMENTS | | 2014-2015 Actual | 2015-2016 Estimated | 2016-2017 Proposed | Pending Approval |
|-----------------------------|----------------------------|---------------------|------------------------|-----------------------|---------------------|
| S-22 | TOTAL GENERAL FUNDS | \$22,510 | \$15,494 | \$5,376 | \$5,376 |

Summary of Reserve Funds

| | | | | | |
|------|--|-----------|-----------|-----------|-----------|
| S-23 | Beginning Balance in Reserve Accounts | | | | |
| S-24 | a. Depreciation Reserve | \$12,500 | \$12,500 | \$12,500 | \$12,500 |
| S-25 | b. Other Reserve | \$63,025 | \$36,091 | \$153,437 | \$153,437 |
| S-26 | c. Emergency Reserve (Cash) | \$25,000 | \$25,000 | \$25,000 | \$25,000 |
| | Total Reserves (a+b+c) | \$100,525 | \$73,591 | \$190,937 | \$190,937 |
| S-27 | Amount to be added | | | | |
| S-28 | a. Depreciation Reserve | \$0 | \$0 | \$0 | \$0 |
| S-29 | b. Other Reserve | \$0 | \$156,564 | \$35,000 | \$35,000 |
| S-30 | c. Emergency Reserve (Cash) | \$0 | \$0 | \$0 | \$0 |
| | Total to be added (a+b+c) | \$0 | \$156,564 | \$35,000 | \$35,000 |
| S-31 | Subtotal | \$100,525 | \$230,155 | \$225,937 | \$225,937 |
| S-32 | Less Total to be spent | \$26,934 | \$39,218 | \$153,437 | \$153,437 |
| S-33 | TOTAL RESERVES AT END OF FISCAL YEAR | \$73,591 | \$190,937 | \$72,500 | \$72,500 |

End of Summary

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

Date adopted by Special District _____

DISTRICT ADDRESS: 5880 Enterprise Drive, Suite 100
Casper, WY 82609

PREPARED BY: Lisa Ogden, District Manager

DISTRICT PHONE: 307-261-5436, Ext. 5592

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

Natrona County 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 | Property Taxes and Assessments Received | | | | |
| R-1.1 | Tax Levy (From the County Treasurer) | \$0 | \$0 | \$0 | |
| R-1.2 | Other County Support | \$0 | \$0 | \$0 | |

FORECASTED REVENUE

| | | 2014-2015 Actual | 2015-2016 Estimated | 2016-2017 Proposed | Pending Approval |
|-------|--|---------------------|------------------------|-----------------------|---------------------|
| R-2 | Revenues from Other Governments | | | | |
| R-2.1 | State Aid | \$8,824 | \$13,088 | \$12,706 | \$12,706 |
| R-2.2 | Additional County Aid (non-treasurer) | \$35,000 | \$35,000 | \$35,000 | \$35,000 |
| R-2.3 | City (or Town) Aid | \$25,000 | \$60,000 | \$35,000 | \$35,000 |
| R-2.4 | Other (Specify) _____ | | | | |
| R-2.5 | Total Government Support | \$68,824 | \$108,088 | \$82,706 | \$82,706 |
| R-3 | Operating Revenues | | | | |
| R-3.1 | Customer Charges | | | | |
| R-3.2 | Sales of Goods or Services | \$8,645 | \$13,137 | \$10,000 | \$10,000 |
| R-3.3 | Other Assessments | | | | |
| R-3.4 | Total Operating Revenues | \$8,645 | \$13,137 | \$10,000 | \$10,000 |
| R-4 | Grants | | | | |
| R-4.1 | Direct Federal Grants | | | | |
| R-4.2 | Federal Grants thru State Agencies | \$125,802 | \$376,372 | \$290,000 | \$290,000 |
| R-4.3 | Grants from State Agencies | | \$50,000 | \$70,000 | \$70,000 |
| R-4.4 | Total Grants | \$125,802 | \$426,372 | \$360,000 | \$360,000 |
| R-5 | Miscellaneous Revenue | | | | |
| R-5.1 | Interest | \$97 | \$71 | \$176 | \$176 |
| R-5.2 | Other: Specify _____ | | | | |
| R-5.3 | Other: See Additional _____ | | \$95,000 | \$95,000 | \$95,000 |
| R-5.4 | Total Miscellaneous | \$97 | \$95,071 | \$95,176 | \$95,176 |
| R-5.5 | Total Forecasted Revenue | \$203,368 | \$642,668 | \$547,882 | \$547,882 |
| 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

Natrona County Conservation District
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2017

CAPITAL OUTLAY BUDGET

| | | 2014-2015 Actual | 2015-2016 Estimated | 2016-2017 Proposed | Pending Approval |
|------------|-----------------------------|---------------------|------------------------|-----------------------|---------------------|
| E-1 | Capital Outlay | | | | |
| E-1.1 | Real Property | \$0 | \$0 | \$0 | |
| E-1.2 | Vehicles | \$0 | \$0 | \$0 | |
| E-1.3 | Office Equipment | \$0 | \$0 | \$0 | |
| 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

| | | 2014-2015 Actual | 2015-2016 Estimated | 2016-2017 Proposed | Pending Approval |
|------------|--------------------------------------|---------------------|------------------------|-----------------------|---------------------|
| E-2 | Personnel Services | | | | |
| E-2.1 | Administrator | \$40,000 | \$40,000 | \$42,000 | \$42,000 |
| E-2.2 | Secretary | | | | |
| E-2.3 | Clerical | | | | |
| E-2.4 | Other (Specify) | | | | |
| E-2.5 | Grant Man't | \$17,633 | \$13,225 | \$16,537 | \$16,537 |
| E-2.6 | Grant/Office Support | \$2,805 | \$13,800 | \$14,865 | \$14,865 |
| E-2.7 | _____ | | | | |
| E-3 | Board Expenses | | | | |
| E-3.1 | Travel | \$160 | \$183 | \$1,000 | \$1,000 |
| E-3.2 | Mileage | \$1,149 | \$1,133 | \$1,500 | \$1,500 |
| E-3.3 | Other (Specify) | | | | |
| E-3.4 | Area/State/Leg. Mtgs. | \$399 | \$792 | \$500 | \$500 |
| E-3.5 | _____ | | | | |
| E-3.6 | _____ | | | | |
| E-4 | Contractual Services | | | | |
| E-4.1 | Legal | | | | |
| E-4.2 | Accounting/Auditing | \$728 | \$4,619 | \$1,500 | \$1,500 |
| E-4.3 | Other (Specify) | | | | |
| E-4.4 | _____ | | | | |
| E-4.5 | _____ | | | | |
| E-4.6 | _____ | | | | |
| E-5 | Other Administrative Expenses | | | | |
| E-5.1 | Office Supplies | \$601 | \$1,338 | \$600 | \$600 |
| E-5.2 | Office equipment, rent & repair | \$477 | \$278 | \$800 | \$800 |
| E-5.3 | Education | \$267 | \$200 | \$800 | \$800 |
| E-5.4 | Registrations | | | | |
| E-5.5 | Other (Specify) | | | | |
| E-5.6 | _____ | | | | |
| E-5.7 | _____ | | | | |
| E-5.8 | _____ | | | | |
| E-6 | TOTAL ADMINISTRATION | \$64,219 | \$75,568 | \$80,102 | \$80,102 |

Proposed Budget

| |
|--------------------------|
| OPERATIONS BUDGET |
|--------------------------|

| | | | 2014-2015 Actual | 2015-2016 Estimated | 2016-2017 Proposed | Pending Approval |
|-------------|--|--|---------------------|------------------------|-----------------------|---------------------|
| E-7 | Personnel Services | | | | | |
| E-7.1 | Wages--Operations | | \$0 | \$0 | \$16,000 | \$16,000 |
| 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 | | \$271 | \$44 | \$300 | \$300 |
| E-8.2 | Other (Specify) | | | | | |
| E-8.3 | Staff State Convention | | \$510 | \$455 | \$700 | \$700 |
| E-8.4 | _____ | | | | | |
| E-8.5 | _____ | | | | | |
| E-9 | Operating supplies (List) | | | | | |
| E-9.1 | Auto Repairs & Maintenar | | \$1,007 | \$1,000 | \$1,200 | \$1,200 |
| E-9.2 | Retail & Sales Costs | | \$7,825 | \$12,897 | \$9,000 | \$9,000 |
| E-9.3 | Gas & Oil | | \$300 | \$600 | \$800 | \$800 |
| E-9.4 | Lab Fund Expenditures | | \$218 | \$4,046 | \$3,882 | \$3,882 |
| E-9.5 | _____ | | | | | |
| E-10 | Program Services (List) | | | | | |
| E-10.1 | Educational Materials | | \$120 | \$10,916 | \$200 | \$200 |
| E-10.2 | NC Rangeland Mgt CRM | | \$5,403 | \$22,229 | \$0 | |
| E-10.3 | _____ | | | | | |
| E-10.4 | _____ | | | | | |
| E-10.5 | _____ | | | | | |
| E-11 | Contractual Arrangements (List) | | | | | |
| E-11.1 | Best Management Practic | | \$58,046 | \$212,744 | \$445,000 | \$445,000 |
| E-11.2 | Professional Grant Consu | | \$57,450 | \$105,625 | \$50,000 | \$50,000 |
| E-11.3 | Storage Unit | | \$720 | \$60 | | |
| E-11.4 | Water Quality Sampling | | \$19,839 | \$44,577 | \$35,100 | \$35,100 |
| E-11.5 | _____ | | | | | |
| E-12 | Other operations (Specify) | | | | | |
| E-12.1 | Advertising | | \$516 | \$908 | \$1,200 | \$1,200 |
| E-12.2 | Yearly Dues | | \$5,107 | \$5,132 | \$5,160 | \$5,160 |
| E-12.3 | Educational Contributions | | \$800 | \$800 | \$800 | \$800 |
| E-12.4 | Special Projects | | \$251 | \$0 | | |
| E-12.5 | _____ | | | | | |
| E-13 | TOTAL OPERATIONS | | \$158,383 | \$422,033 | \$569,342 | \$569,342 |

Proposed Budget

Natrona County Conservation District

FYE 6/30/2017

NAME OF DISTRICT/BOARD _____

GENERAL FUNDS

| | | 2014-2015 Actual | 2015-2016 Estimated | 2016-2017 Proposed | Pending Approval |
|------------|---|---------------------|------------------------|-----------------------|---------------------|
| C-1 | Balances at Beginning of Fiscal Year | | | | |
| C-1.1 | General Fund Checking Account Balance | \$22,510 | \$15,494 | \$5,376 | \$5,376 |
| C-1.2 | Savings and Investments Account Balance | | | | |
| C-1.3 | General Fund CD Balance | | | | |
| C-1.4 | All Other Funds | | | | |
| C-1.5 | Reserves (From Below) | \$73,591 | \$190,937 | \$72,500 | \$72,500 |
| C-1.6 | Total Estimated Cash and Investments on Hand | \$96,101 | \$206,431 | \$77,876 | \$77,876 |
| C-2 | General Fund Reductions: | | | | |
| C-2.1 | a. Unpaid bills at FYE | \$0 | \$0 | \$0 | |
| C-2.2 | b. Reserves | \$73,591 | \$190,937 | \$72,500 | \$72,500 |
| C-2.3 | Total Deductions (a+b) | \$73,591 | \$190,937 | \$72,500 | \$72,500 |
| C-2.4 | Estimated Non-Restricted Funds Available | \$22,510 | \$15,494 | \$5,376 | \$5,376 |

DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

| | | 2014-2015 Actual | 2015-2016 Estimated | 2016-2017 Proposed | Pending Approval |
|------------|---|---------------------|------------------------|-----------------------|---------------------|
| C-3 | | | | | |
| C-3.1 | Beginning Balance in Reserve Account (end of previous year) | \$12,500 | \$12,500 | \$12,500 | \$12,500 |
| C-3.2 | <i>Date of Reserve Approval in Minutes:</i> _____ | | | | |
| C-3.3 | Amount to be added to the reserve | \$0 | \$0 | \$0 | |
| C-3.4 | <i>Date of Reserve Approval in Minutes:</i> _____ | | | | |
| C-3.5 | SUB-TOTAL | \$12,500 | \$12,500 | \$12,500 | \$12,500 |
| 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 | <i>Date of Reserve Approval in Minutes:</i> _____ | | | | |
| C-3.11 | TOTAL CAPITAL OUTLAY (a+b+c) | \$0 | \$0 | \$0 | \$0 |
| C-3.12 | Balance to be retained in Depreciation Reserve Account | \$12,500 | \$12,500 | \$12,500 | \$12,500 |

OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

| | | 2014-2015 Actual | 2015-2016 Estimated | 2016-2017 Proposed | Pending Approval |
|------------|---|---------------------|------------------------|-----------------------|---------------------|
| C-4 | | | | | |
| C-4.1 | Beginning Balance in Reserve Account (end of previous year) | \$63,025 | \$36,091 | \$153,437 | \$153,437 |
| C-4.2 | <i>Date of Reserve Approval in Minutes:</i> _____ | | | | |
| C-4.3 | Amount to be added to the reserve | \$0 | \$156,564 | \$35,000 | \$35,000 |
| C-4.4 | <i>Date of Reserve Approval in Minutes:</i> _____ | | | | |
| C-4.5 | SUB-TOTAL | \$63,025 | \$192,655 | \$188,437 | \$188,437 |
| C-4.6 | "Other Reserves" | | | | |
| C-4.7 | a. <u>WDA WQ Grants</u> | \$26,934 | \$16,991 | \$23,437 | \$23,437 |
| C-4.8 | b. <u>PD CRM Funds</u> | \$0 | \$22,227 | \$0 | \$0 |
| C-4.9 | c. <u>See Additional Details</u> | | | \$130,000 | \$130,000 |
| C-4.10 | <i>Date of Reserve Approval in Minutes:</i> _____ | | | | |
| C-4.11 | TOTAL OTHER RESERVE OUTLAY (a+b+c) | \$26,934 | \$39,218 | \$153,437 | \$153,437 |
| C-4.12 | Balance to be retained in Other Reserve Account | \$36,091 | \$153,437 | \$35,000 | \$35,000 |

ASSIGNED FUND BALANCE (EMERGENCY RESERVE - NOT COMMITTED)

| | | 2014-2015 Actual | 2015-2016 Estimated | 2016-2017 Proposed | Pending Approval |
|------------|---|---------------------|------------------------|-----------------------|---------------------|
| C-5 | | | | | |
| C-5.1 | Beginning Balance in Reserve Account (end of previous year) | \$25,000 | \$25,000 | \$25,000 | \$25,000 |
| C-5.2 | <i>Date of Reserve Approval in Minutes:</i> _____ | | | | |
| C-5.3 | Amount to be added to the reserve | \$0 | \$0 | \$0 | |
| C-5.4 | <i>Date of Reserve Approval in Minutes:</i> _____ | | | | |
| C-5.5 | SUB-TOTAL | \$25,000 | \$25,000 | \$25,000 | \$25,000 |
| C-5.6 | Amount to be spent from Emergency Reserve (Cash) | | | | |
| C-5.7 | <i>Date of Reserve Approval in Minutes:</i> _____ | | | | |
| C-5.8 | Balance to be retained in Assigned Fund Balance | \$25,000 | \$25,000 | \$25,000 | \$25,000 |
| C-5.9 | TOTAL TO BE SPENT | \$26,934 | \$39,218 | \$153,437 | \$153,437 |