

Final Budget

Sublette County Conservation District	
Budget Hearing Information	
217 Country Club Ln, PO Box 647	Location: 217 Country Club Ln
Pinedale, WY, 82941	Date: 7/20/2023
(307)367-2364	Time: 6:00PM
Sublette County	Budget Prepared by: Traci Berg

S-A BUDGET MESSAGE W.S. 16-12-403 (c)

The Sublette County Conservation District (SCCD) Board of Supervisors (Board) and staff have looked hard at our budget and are presenting to the Sublette County Commissioners a budget request again for FY24. Last year in FY23, SCCD requested \$815,427.04, which was an increase to the ask from the previous 6 years due to inflation. This year for FY 24, SCCD is requesting \$1,096,665.04, which is an increase of \$281,238.00 in funding requested from the County. This increase ask is for adjustments to inflation and vehicle replacement only. The inflation increases of \$6,238.00 (2.2% of the increase) is for health insurance, administrative costs including board member travel, fuel, water sample analysis costs, and water equipment maintenance cost increases. SCCDis also requesting to replace 3 vehicles in our fleet as they have exceeded mileage and/or age according to SCCD policy of 10 years or 100,000 miles. SCCD would be using \$275,000.00 (97.8% of the increase) of the increased ask for these vehicles. SCCD always tries to present a "bar essentials" budget and removed all non-critical funding from the budget and severely cut funding for equipment purchases, staff trainings, and workshops.

SCCD has not had the funding to fill the two part-time positions (Administrative Assistant and Education Coordinator) and will be leaving them vacant for FY24. SCCD staff has been able to pick up what job responsibilities the cut positions did and continue until a time that those jobs can be hired again.

S-B RESERVE DESCRIPTION

We have a "Restricted" checking account that houses grant money for ongoing projects. We are by state statute, required to house funds separate from any general operating funds. These funds are held in the Bank of Sublette.

S-C

Names of Board Members	Date of End of Term	
Coke Landers	2026	Does the district have regular office hours exceeding 20 hours per week? <input checked="" type="checkbox"/> Yes
Darrell Walker	2026	
David Pape	2024	If Yes, enter Address of office: 217 Country Club Ln. City, State, Zip: Pinedale, WY, 82941 Phone Number: (307)367-2364 Hours Open: 8:00am-5:00pm Monday-Friday
Milford Lockwood	2024	
Meghann Smith	2024	

Where are the minutes of your board meeting available for public review?
 217 Country Club Lane

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

Where are the public meetings held?
 217 Country Club Lane

FINAL BUDGET SUMMARY

OVERVIEW		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$1,653,488	\$1,791,473	\$2,577,199	\$2,797,302
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$862,647	-\$63,949	\$0	\$0
S-4	Total General Fund and Forecasted Revenues Available	\$3,099,544	\$2,128,470	\$2,798,463	\$2,962,600
S-5	<i>Amount requested from County Commissioners</i>	\$660,207	\$815,427	\$1,036,665	\$1,036,665
S-6 Additional Funding Needed :				\$0	\$0
Projected Surplus:				\$221,264	\$165,298

REVENUE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
S-7	Operating Revenues	\$64,514	\$61,300	\$89,900	\$89,900
S-8	Tax levy (From the County Treasurer)	\$625,327	\$815,427	\$1,036,665	\$1,036,665
S-9	Government Support	\$11,324	\$12,706	\$8,824	\$8,824
S-10	Grants	\$829,162	\$548,816	\$849,151	\$876,322
S-11	Other County Support (Not from Co. Treas.)	\$34,880	\$0	\$0	\$0
S-12	Miscellaneous	\$15,677	\$11,650	\$14,650	\$39,650
S-13	Other Forecasted Revenue	\$992,879	\$62,272	\$0	\$195,000
S-14	Total Revenue	\$2,573,763	\$1,512,171	\$1,999,190	\$2,246,361

FY 7/1/23-6/30/24 Sublette County Conservation District

EXPENDITURE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
S-15	Capital Outlay	\$121,036	\$71,000	\$292,500	\$292,500
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$234,705	\$366,923	\$386,243	\$606,243
S-18	Operations	\$1,114,859	\$1,006,421	\$1,613,719	\$1,613,719
S-19	Indirect Costs	\$182,889	\$283,180	\$284,737	\$284,840
S-20R	Expenditures paid by Reserves	\$0	\$63,949	\$0	\$0
S-20	Total Expenditures	\$1,653,488	\$1,791,473	\$2,577,199	\$2,797,302

DEBT SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
S-22	TOTAL GENERAL FUNDS	\$525,781	\$616,300	\$799,273	\$716,239
Summary of Reserve Funds					
S-23	Beginning Balance in Reserve Accounts	\$0	\$0	\$0	\$0
S-24	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-25	b. Reserves	\$496,869	\$1,359,516	\$1,295,567	\$1,240,398
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
Total Reserves (a+b+c)		\$496,869	\$1,359,516	\$1,295,567	\$1,240,398
S-27	Amount to be added	\$0	\$0	\$0	\$0
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$862,647	\$0	\$0	\$0
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
Total to be added (a+b+c)		\$862,647	\$0	\$0	\$0
S-31	Subtotal	\$1,359,516	\$1,359,516	\$1,295,567	\$1,240,398
S-32	Less Total to be spent	\$0	\$63,949	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$1,359,516	\$1,295,567	\$1,295,567	\$1,240,398

End of Summary

Date adopted by Special District _____

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

DISTRICT ADDRESS: 217 Country Club Ln, PO Box 647
Pinedale, WY, 82941

PREPARED BY: Traci Berg

DISTRICT PHONE: (307)367-2364

Final Budget

Sublette County Conservation District
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2024

PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
R-1 Property Taxes and Assessments Received					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$625,327	\$815,427	\$1,036,665	\$1,036,665
R-1.2 Other County Support (see note on the right)	4005	\$34,880			

FORECASTED REVENUE

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
R-2 Revenues from Other Governments					
R-2.1 State Aid	4211	\$8,824	\$8,824	\$8,824	\$8,824
R-2.2 Additional County Aid (non-treasurer)	4237				
R-2.3 City (or Town) Aid	4237				
R-2.4 Other (Specify)	4237	\$2,500	\$3,882		
R-2.5 Total Government Support		\$11,324	\$12,706	\$8,824	\$8,824
R-3 Operating Revenues					
R-3.1 Customer Charges	4300	\$56,809	\$56,500	\$85,100	\$85,100
R-3.2 Sales of Goods or Services	4300	\$7,705	\$4,800	\$4,800	\$4,800
R-3.3 Other Assessments	4503				
R-3.4 Total Operating Revenues		\$64,514	\$61,300	\$89,900	\$89,900
R-4 Grants					
R-4.1 Direct Federal Grants	4201	\$221,040	\$145,760	\$352,500	\$377,500
R-4.2 Federal Grants thru State Agencies	4201	\$208,171	\$131,760	\$132,000	\$132,000
R-4.3 Grants from State Agencies	4211	\$399,951	\$271,296	\$364,651	\$366,822
R-4.4 Total Grants		\$829,162	\$548,816	\$849,151	\$876,322
R-5 Miscellaneous Revenue					
R-5.1 Interest	4501	\$831	\$1,500	\$4,500	\$4,500
R-5.2 Other: Specify <u>Great Conservation Idea</u>	4500		\$2,150	\$2,150	\$2,150
R-5.3 Other: See Additior <u>See Additional Details</u>		\$14,846	\$8,000	\$8,000	\$33,000
R-5.4 Total Miscellaneous		\$15,677	\$11,650	\$14,650	\$39,650
R-5.5 Total Forecasted Revenue		\$920,676	\$634,472	\$962,525	\$1,014,696
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 Non-Government Grants	4500	\$992,879	\$62,272		\$195,000
R-6.4 _____	4500				
R-6.5 _____					
R-6.6 Total Other Forecasted Revenue (a+b)		\$992,879	\$62,272	\$0	\$195,000

Final Budget

Sublette County Conservation District

FYE 6/30/2024

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
E-1	Capital Outlay				
E-1.1	Real Property	6201 \$22,192	\$2,000	\$2,000	\$2,000
E-1.2	Vehicles	6210 \$530	\$60,000	\$275,000	\$275,000
E-1.3	Office Equipment	6211 \$4,013	\$3,500	\$3,500	\$3,500
E-1.4	Other (Specify)				
E-1.5	Equipment Purchase	6200 \$94,301	\$5,500	\$12,000	\$12,000
E-1.6		6200			
E-1.7					
E-1.8	TOTAL CAPITAL OUTLAY	\$121,036	\$71,000	\$292,500	\$292,500

ADMINISTRATION BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
E-2	Personnel Services				
E-2.1	Administrator	7002			
E-2.2	Secretary	7003			
E-2.3	Clerical	7004			
E-2.4	Other (Specify)				
E-2.5	Manager & Administrative Coordinator	7005 \$128,162	\$161,057	\$161,057	\$161,057
E-2.6		7005			
E-2.7					
E-3	Board Expenses				
E-3.1	Travel	7011 \$4,862	\$6,050	\$8,500	\$8,500
E-3.2	Mileage	7012 \$543	\$3,300	\$3,300	\$3,300
E-3.3	Other (Specify)				
E-3.4	Uniforms & Board Meetings	7013 \$1,491	\$1,980	\$1,980	\$1,980
E-3.5		7013			
E-3.6					
E-4	Contractual Services				
E-4.1	Legal	7021			
E-4.2	Accounting/Auditing	7022 \$9,300	\$10,000	\$10,000	\$10,000
E-4.3	Other (Specify)				
E-4.4	Contractual Labor	7023	\$47,000	\$65,000	\$285,000
E-4.5	Network Maintenance Services	7023 \$14,908	\$15,600	\$19,100	\$19,100
E-4.6					
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	7031 \$1,718	\$2,752	\$2,752	\$2,752
E-5.2	Office equipment, rent & repair	7032 \$16,474	\$10,924	\$11,174	\$11,174
E-5.3	Education	7033 \$233	\$335	\$335	\$335
E-5.4	Registrations	7034 \$21,883	\$19,975	\$14,845	\$14,845
E-5.5	Other (Specify)				
E-5.6	Donations, Gifts & Awards	7035 \$7,890	\$500	\$500	\$500
E-5.7	Fees, Dues & Subscriptions	7035 \$26,655	\$27,000	\$27,000	\$27,000
E-5.8	see additional details	\$586	\$60,450	\$60,700	\$60,700
E-6	TOTAL ADMINISTRATION	\$234,705	\$366,923	\$386,243	\$606,243

Final Budget

Sublette County Conservation District

FYE 6/30/2024

OPERATIONS BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
E-7	Personnel Services				
E-7.1	Wages--Operations	7202	\$268,271	\$422,657	\$422,657
E-7.2	Service Contracts	7203			
E-7.3	Other (Specify)				
E-7.4	_____	7204			
E-7.5	_____	7204			
E-7.6	_____				
E-8	Travel				
E-8.1	Mileage	7211			
E-8.2	Other (Specify)				
E-8.3	Auto Gas & Oil	7212	\$12,205	\$12,320	\$13,320
E-8.4	Auto Repair & Maintenance	7212	\$9,022	\$7,700	\$7,700
E-8.5	_____				
E-9	Operating supplies (List)				
E-9.1	Supplies	7220	\$18,405	\$5,000	\$7,500
E-9.2	Cell Phone	7220	\$2,494	\$4,240	\$4,240
E-9.3	Data Services	7220	\$1,793	\$1,440	\$1,440
E-9.4	Repairs & Maintenance	7220	\$3,303	\$2,400	\$15,900
E-9.5	see additional details		\$590	\$3,000	\$4,500
E-10	Program Services (List)				
E-10.1	Lab Chemical	7230	\$22,474	\$34,000	\$50,000
E-10.2	Lab Aquatic Insects	7230	\$67,775	\$55,000	\$55,000
E-10.3	Seedling Tree Program	7230	\$4,767	\$5,000	\$5,025
E-10.4	_____	7230			
E-10.5	_____				
E-11	Contractual Arrangements (List)				
E-11.1	Pass Through Grant Projects	7400	\$696,987	\$446,577	\$1,019,250
E-11.2	Sublette Pals/Spring Expo	7400	\$826	\$50	\$50
E-11.3	Satellite Messenger	7400	\$16	\$180	\$180
E-11.4	_____	7400			
E-11.5	_____				
E-12	Other operations (Specify)				
E-12.1	Utilities	7450	\$4,438	\$6,107	\$6,107
E-12.2	Local Workshops	7450	\$569		
E-12.3	Uniforms, Marketing & Promoting	7450	\$924	\$750	\$850
E-12.4	_____	7450			
E-12.5	_____				
E-13	TOTAL OPERATIONS		\$1,114,859	\$1,006,421	\$1,613,719

Final Budget

Sublette County Conservation District

FYE 6/30/2024

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
E-14	Insurance				
E-14.1	Liability	7502	\$2,479	\$4,000	\$4,000
E-14.2	Buildings and vehicles	7503	\$3,570	\$2,999	\$2,888
E-14.3	Equipment	7504	\$1,442	\$902	\$3,382
E-14.4	Other (Specify)				
E-14.5	Commercial Property	7505	\$1,582	\$1,236	\$2,207
E-14.6	Cyber, Crime, & Blanket	7505	\$3,303	\$2,821	\$1,298
E-14.7					
E-15	Indirect payroll costs:				
E-15.1	FICA (Social Security) taxes	7511	\$28,926	\$44,654	\$39,061
E-15.2	Workers Compensation	7512	\$4,978	\$9,339	\$8,816
E-15.3	Unemployment Taxes	7513	\$3,196	\$7,997	\$8,000
E-15.4	Retirement	7514	\$70,792	\$104,049	\$108,691
E-15.5	Health Insurance	7515	\$47,224	\$83,082	\$84,690
E-15.6	Other (Specify)				
E-15.7	Life Insurance	7516	\$140	\$414	\$316
E-15.8	HSA	7516	\$14,778	\$20,769	\$20,769
E-15.9	see additional details		\$481	\$919	\$1,022
E-17	TOTAL INDIRECT COSTS		\$182,889	\$283,180	\$284,737
				\$284,840	

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 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

Final Budget

Sublette County Conservation District
NAME OF DISTRICT/BOARD _____

FYE 6/30/2024

GENERAL FUNDS				
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		End of Year	Beginning	Beginning	
		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking	\$369,034	\$369,034	\$462,687	\$459,628
C-1.2	Savings and Investments	\$183,317	\$183,317	\$336,587	\$256,611
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$1,359,516	\$1,359,516	\$1,295,567	\$1,240,398
C-1.6	Total Estimated Cash and Investments on Hand	\$1,911,867	\$1,911,867	\$2,094,841	\$1,956,638

C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE	\$26,570			
C-2.2	b. Reserves	\$1,359,516	\$1,295,567	\$1,295,567	\$1,240,398
C-2.3	Total Deductions (a+b)	\$1,386,086	\$1,295,567	\$1,295,567	\$1,240,398
C-2.4	Estimated Non-Restricted Funds Available	\$525,781	\$616,300	\$799,273	\$716,239

		DOA Chart of Accounts
SINKING & DEBT SERVICE FUNDS		1070

		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
C-3	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
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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		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
C-4	Beginning Balance in Reserve Account (end of previous year)		\$1,359,516	\$1,295,567	\$1,240,398
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$496,869	\$1,359,516	\$1,295,567	\$1,240,398
C-4.2	Date of Reserve Approval in Minutes: <u>5/22/2023</u>				
C-4.3	Amount to be added to the reserve	\$862,647			
C-4.4	Date of Reserve Approval in Minutes: _____				
C-4.5	SUB-TOTAL	\$1,359,516	\$1,359,516	\$1,295,567	\$1,240,398
C-4.6	Identify the amount and project to be spent				
C-4.7	a. Grant funds spent on pr		\$63,949		
C-4.8	b. _____				
C-4.9	c. _____				
C-4.10	Date of Reserve Approval in Minutes: <u>7/20/2023</u>				
C-4.11	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$63,949	\$0	\$0
C-4.12	Balance to be retained	\$1,359,516	\$1,295,567	\$1,295,567	\$1,240,398

BOND FUNDS		1060
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		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
C-5	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
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	\$63,949	\$0	\$0