

# Final Budget

North Platte Valley Conservation District	
Budget Hearing Information	
1441 East M Street Suite B	Location: USDA Service Center Goshen County
Torrington, WY 82240	Date: July 15, 2020
307-532-4880 ext 101	Time: 1:00 PM
Goshen County	Budget Prepared by: Samantha Valentine

S-A	BUDGET MESSAGE	W.S. 16-4-104(d)
<p>The North Platte Valley Conservation District Operating Account has maintained a Minimum Balance of \$60,000.00 this fiscal year and is used for General Operations, specific Conservation Programs, and Emergency Funding of Operations in the event of Loss of Regular Funding. A Separate Tree Program Operating Account has been restricted by Management for the exclusive purpose of Operating the "Tree Program" that serves the three (3) Conservation Districts in Goshen County. Minimum Account Balance each fiscal year maintains a beginning balance of \$10,500.00. The Board requests the Maximum One Mill Levied for the Fiscal Year ending 6/30/21</p>		

S-B	RESERVE DESCRIPTION
<p>The District maintains a Management Designated Emergency Reserve in the form of a savings account that has an excess of \$30,000.00 this fiscal year. A Management Designated Tree Program Savings Reserve carries a minimum balance of \$27,000.00 each fiscal year. A Management Designated Reserve account under Tree Program Funds in the form of a savings account has an annual transfer amount of \$3624.00 for final transfer this fiscal year.</p>	

S-C		Does the district have regular office hours exceeding 20 hours per week?
<b>Names of Board Members</b>	<b>Date of End of Term</b>	<input type="checkbox"/> Yes
Art Davis	2022	If Yes, enter Address of office: 1441 East M Street City, State, Zip: Torrington, WY 82240 Phone Number: 307-532-4880 Ext 102 Hours Open: 7:30 am to 4:00 pm M-F
James Sedman	2020	
Michael Varney	2020	
Gary Reese	2020	
Chrissy Ochsner	2022	

Where are the minutes of your board meeting available for public review?  
 Office and Website - [www.conservegoshen.com](http://www.conservegoshen.com)

How and where are the notices of meeting posted for the public?  
 Website [www.conservegoshen.com](http://www.conservegoshen.com) and Lobby of USDA Service Center and Calender of Events

Where are the public meetings held?  
 USDA Service Center 1441 East M Street Torrington, WY 82240

## FINAL BUDGET SUMMARY

OVERVIEW		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$221,544	\$234,309	\$364,016	\$364,016
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	-\$3,188	-\$3,188	-\$3,188
S-4	Total General Fund and Forecasted Revenues Available	\$475,487	\$483,964	\$616,166	\$616,166
S-5	Amount requested from County Commissioners	\$143,120	\$143,508	\$148,900	\$148,900
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
S-7	Operating Revenues	\$0	\$0	\$0	\$0
S-8	Tax levy (From the County Treasurer)	\$143,120	\$143,508	\$148,900	\$148,900
S-9	Government Support	\$8,824	\$12,815	\$12,815	\$12,815
S-10	Grants	\$5,022	\$0	\$0	\$0
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$119,126	\$130,448	\$167,543	\$167,543
S-13	Other Forecasted Revenue	\$17,535	\$15,332	\$15,000	\$15,000
S-14	Total Revenue	\$293,626	\$302,103	\$344,258	\$344,258

North Platte Valley Conservation District

EXPENDITURE SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
S-15	Capital Outlay	\$0	\$0	\$1,500	\$1,500
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$13,077	\$12,214	\$91,900	\$91,900
S-18	Operations	\$172,396	\$178,446	\$206,991	\$206,991
S-19	Indirect Costs	\$36,071	\$40,024	\$60,000	\$60,000
S-20R	Expenditures paid by Reserves	\$0	\$3,625	\$3,625	\$3,625
S-20	Total Expenditures	\$221,544	\$234,309	\$364,016	\$364,016

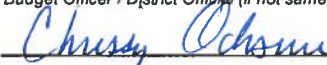
DEBT SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
S-22	TOTAL GENERAL FUNDS	\$181,861	\$181,861	\$271,908	\$271,908
<b>Summary of Reserve Funds</b>					
S-23	Beginning Balance in Reserve Accounts				
S-24	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-25	b. Reserves	\$64,966	\$64,966	\$61,778	\$61,778
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$64,966	\$64,966	\$61,778	\$61,778
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$0	\$437	\$437	\$437
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$0	\$437	\$437	\$437
S-31	Subtotal	\$64,966	\$65,403	\$62,215	\$62,215
S-32	Less Total to be spent	\$0	\$3,625	\$3,625	\$3,625
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$64,966	\$61,778	\$58,590	\$58,590

*End of Summary*

Denise Lucero, District Manager  
 Budget Officer / District Official (if not same as "Submitted by")

Date adopted by Special District 7-15-20

  
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DISTRICT ADDRESS: 1441 East M Street Suite B  
 Torrington, WY 82240

PREPARED BY: Samantha Valentine

DISTRICT PHONE: 307-532-4880 ext 101

# Final Budget

North Platte Valley 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)	\$143,120	\$143,508	\$148,900	\$148,900
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)				
R-2.3	City (or Town) Aid				
R-2.4	Other (Specify) <u>WDA Lab Funds</u>	\$0	\$3,991	\$3,991	\$3,991
R-2.5	<b>Total Government Support</b>	\$8,824	\$12,815	\$12,815	\$12,815
R-3	<b>Operating Revenues</b>				
R-3.1	Customer Charges				
R-3.2	Sales of Goods or Services				
R-3.3	Other Assessments				
R-3.4	<b>Total Operating Revenues</b>	\$0	\$0	\$0	\$0
R-4	<b>Grants</b>				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies	\$5,022			
R-4.4	<b>Total Grants</b>	\$5,022	\$0	\$0	\$0
R-5	<b>Miscellaneous Revenue</b>				
R-5.1	Interest	\$834	\$701	\$800	\$800
R-5.2	Other: Specify				
R-5.3	Other: See Additional	\$118,292	\$129,747	\$166,743	\$166,743
R-5.4	<b>Total Miscellaneous</b>	\$119,126	\$130,448	\$167,543	\$167,543
R-5.5	<b>Total Forecasted Revenue</b>	\$132,972	\$143,263	\$180,358	\$180,358
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	<u>Donations - Programs</u>	\$17,535	\$15,332	\$15,000	\$15,000
R-6.4	_____				
R-6.5	_____				
R-6.6	<b>Total Other Forecasted Revenue (a+b)</b>	\$17,535	\$15,332	\$15,000	\$15,000

# Final Budget

North Platte Valley Conservation District  
 NAME OF DISTRICT/BOARD \_\_\_\_\_

FYE 6/30/2021 \_\_\_\_\_

## 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	\$0	\$0	\$1,500	\$1,500
E-1.4	Other (Specify)				
E-1.5	_____				
E-1.6	_____				
E-1.7	_____				
E-1.8	<b>TOTAL CAPITAL OUTLAY</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,500</b>	<b>\$1,500</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	\$0	\$0	\$42,000	\$42,000
E-2.2	Secretary				
E-2.3	Clerical			\$16,500	\$16,500
E-2.4	Other (Specify)				
E-2.5	_____				
E-2.6	_____				
E-2.7	_____				
<b>E-3</b>	<b>Board Expenses</b>				
E-3.1	Travel	\$1,653	\$1,402	\$2,000	\$2,000
E-3.2	Mileage		\$512	\$2,000	\$2,000
E-3.3	Other (Specify)				
E-3.4	Meeting Expenses	\$893	\$844	\$1,000	\$1,000
E-3.5	_____				
E-3.6	_____				
<b>E-4</b>	<b>Contractual Services</b>				
E-4.1	Legal	\$274	\$309	\$1,000	\$1,000
E-4.2	Accounting/Auditing	\$0	\$0	\$9,000	\$9,000
E-4.3	Other (Specify)				
E-4.4	_____				
E-4.5	_____				
E-4.6	_____				
<b>E-5</b>	<b>Other Administrative Expenses</b>				
E-5.1	Office Supplies	\$0	\$0	\$4,000	\$4,000
E-5.2	Office equipment, rent & repair				
E-5.3	Education				
E-5.4	Registrations	\$1,686	\$1,316	\$2,500	\$2,500
E-5.5	Other (Specify)				
E-5.6	Due/Subscriptions	\$8,295	\$7,832	\$11,000	\$11,000
E-5.7	Election Fees	\$275	\$0	\$900	\$900
E-5.8	_____				
<b>E-6</b>	<b>TOTAL ADMINISTRATION</b>	<b>\$13,077</b>	<b>\$12,214</b>	<b>\$91,900</b>	<b>\$91,900</b>

# Final Budget

North Platte Valley 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	\$77,255	\$86,078	\$42,000	\$42,000
E-7.2	Service Contracts				
E-7.3	Other (Specify)				
E-7.4	Seasonal Tree Crew	\$5,194	\$6,319	\$11,000	\$11,000
E-7.5	_____				
E-7.6	_____				
<b>E-8</b>	<b>Travel</b>				
E-8.1	Mileage				
E-8.2	Other (Specify)				
E-8.3	_____				
E-8.4	_____				
E-8.5	_____				
<b>E-9</b>	<b>Operating supplies (List)</b>				
E-9.1	_____				
E-9.2	_____				
E-9.3	_____				
E-9.4	_____				
E-9.5	_____				
<b>E-10</b>	<b>Program Services (List)</b>				
E-10.1	Education Programs	\$3,965	\$4,735	\$12,000	\$12,000
E-10.2	Fair	\$687	\$290	\$1,000	\$1,000
E-10.3	Community Projects	\$11,765	\$13,566	\$40,000	\$40,000
E-10.4	Tree Program Expenses	\$43,412	\$45,255	\$75,000	\$75,000
E-10.5	see additional details	\$9,524	\$6,402	\$22,000	\$22,000
<b>E-11</b>	<b>Contractual Arrangements (List)</b>				
E-11.1	WDA Lab Funds	\$0	\$3,991	\$3,991	\$3,991
E-11.2	Business Office Shared F	\$4,686	\$6,101	\$0	
E-11.3	Accounting Fees	\$15,908	\$5,709	\$0	
E-11.4	_____				
E-11.5	_____				
<b>E-12</b>	<b>Other operations (Specify)</b>				
E-12.1	_____	\$0	\$0		
E-12.2	_____				
E-12.3	_____				
E-12.4	_____				
E-12.5	_____				
<b>E-13</b>	<b>TOTAL OPERATIONS</b>	<b>\$172,396</b>	<b>\$178,446</b>	<b>\$206,991</b>	<b>\$206,991</b>

# Final Budget

North Platte Valley Conservation District

FYE 6/30/2021

## INDIRECT COSTS BUDGET

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
E-14	<b>Insurance</b>				
E-14.1	Liability	\$1,956	\$2,267	\$3,500	\$3,500
E-14.2	Buildings and vehicles				
E-14.3	Equipment				
E-14.4	Other (Specify)				
E-14.5	_____				
E-14.6	_____				
E-14.7	_____				
E-15	<b>Indirect payroll costs:</b>				
E-15.1	FICA (Social Security) taxes	\$6,151	\$6,920	\$9,500	\$9,500
E-15.2	Workers Compensation	\$2,537	\$1,500	\$2,500	\$2,500
E-15.3	Unemployment Taxes				
E-15.4	Retirement	\$7,012	\$9,209	\$10,000	\$10,000
E-15.5	Health Insurance	\$18,245	\$19,854	\$25,000	\$25,000
E-15.6	Other (Specify)				
E-15.7	Life Insurance	\$74	\$81	\$200	\$200
E-15.8	Flex Share/HRA			\$9,000	\$9,000
E-15.9	see additional details	\$95	\$193	\$300	\$300
E-17	<b>TOTAL INDIRECT COSTS</b>	<b>\$36,071</b>	<b>\$40,024</b>	<b>\$60,000</b>	<b>\$60,000</b>

## DEBT SERVICE BUDGET

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

# Final Budget

North Platte Valley 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	\$181,861	\$181,861	\$271,808	\$271,808
C-1.2 Savings and Investments Account Balance		\$0		
C-1.3 General Fund CD Balance		\$0		
C-1.4 All Other Funds		\$0	\$100	\$100
C-1.5 Reserves (From Below)	\$64,966	\$64,966	\$58,590	\$58,590
<b>C-1.6 Total Estimated Cash and Investments on Hand</b>	<b>\$246,827</b>	<b>\$246,827</b>	<b>\$330,498</b>	<b>\$330,498</b>
<b>C-2 General Fund Reductions:</b>				
C-2.1 a. Unpaid bills at FYE	\$1,270	\$1,500	\$2,000	\$2,000
C-2.2 b. Reserves	\$64,966	\$61,778	\$58,590	\$58,590
C-2.3 <b>Total Deductions (a+b)</b>	<b>\$66,236</b>	<b>\$63,278</b>	<b>\$60,590</b>	<b>\$60,590</b>
<b>C-2.4 Estimated Non-Restricted Funds Available</b>	<b>\$180,591</b>	<b>\$183,549</b>	<b>\$269,908</b>	<b>\$269,908</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 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: _____				
<b>C-3.5 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 Date of Reserve Approval in Minutes: _____				
<b>C-3.11 TOTAL CAPITAL OUTLAY (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>C-3.12 Balance to be retained</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

## 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)	\$64,966	\$64,966	\$61,778	\$61,778
C-4.2 Date of Reserve Approval in Minutes: _____ 0				
C-4.3 Amount to be added to the reserve		\$437	\$437	\$437
C-4.4 Date of Reserve Approval in Minutes: _____				
<b>C-4.5 SUB-TOTAL</b>	<b>\$64,966</b>	<b>\$65,403</b>	<b>\$62,215</b>	<b>\$62,215</b>
C-4.6 Identify the amount and project to be spent				
C-4.7 a. LSF Annual Transfer		\$3,625	\$3,625	\$3,625
C-4.8 b. _____				
C-4.9 c. _____				
C-4.10 Date of Reserve Approval in Minutes: _____				
<b>C-4.11 TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>	<b>\$0</b>	<b>\$3,625</b>	<b>\$3,625</b>	<b>\$3,625</b>
<b>C-4.12 Balance to be retained</b>	<b>\$64,966</b>	<b>\$61,778</b>	<b>\$58,590</b>	<b>\$58,590</b>

## 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 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: _____				
<b>C-5.5 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 Date of Reserve Approval in Minutes: _____				
<b>C-5.8 Balance to be retained</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>C-5.9 TOTAL TO BE SPENT</b>	<b>\$0</b>	<b>\$3,625</b>	<b>\$3,625</b>	<b>\$3,625</b>

