

Proposed Budget

NORTH PLATTE VALLEY CONSERVATION DISTRICT	
Budget Hearing Information	
1441 East M, Suite B	Location: USDA Service Center
Torrington, WY 82240	Date: 7/13/2023
307-532-4880 EXT 101	Time: 6:00 PM
GOSHEN COUNTY	Budget Prepared by: SAMANTHA VALENTINE

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

The North Platte Valley Conservaton 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 two of the three 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 6/30/24.

S-B RESERVE DESCRIPTION

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.

S-C

Names of Board Members	Date of End of Term															
David Cushman	2024	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Does the district have regular office hours exceeding 20 hours per week?</td> <td style="width: 20%; text-align: center;">Yes</td> </tr> <tr> <td colspan="2">If Yes, enter</td> </tr> <tr> <td>Address of office:</td> <td>1441 East M, Suite B</td> </tr> <tr> <td>City, State, Zip:</td> <td>Torrington, WY 82240</td> </tr> <tr> <td>Phone Number:</td> <td>307-532-4880 EXT 101</td> </tr> <tr> <td>Hours Open:</td> <td>M-F 7-4</td> </tr> <tr> <td colspan="2" style="height: 30px;"></td> </tr> </table>	Does the district have regular office hours exceeding 20 hours per week?	Yes	If Yes, enter		Address of office:	1441 East M, Suite B	City, State, Zip:	Torrington, WY 82240	Phone Number:	307-532-4880 EXT 101	Hours Open:	M-F 7-4		
Does the district have regular office hours exceeding 20 hours per week?	Yes															
If Yes, enter																
Address of office:	1441 East M, Suite B															
City, State, Zip:	Torrington, WY 82240															
Phone Number:	307-532-4880 EXT 101															
Hours Open:	M-F 7-4															
Kay McKee	2024															
Enoch Baumgartner	2024															
Duane Keller	2026															
Kasey Bangerter	2026															

Where are the minutes of your board meeting available for public review?
 Office and Website - www.conservegoshen.com

How and where are the notices of meeting posted for the public?
 Website www.conservegoshen.com and Lobby of USDA Service Center and Calendar of Events

Where are the public meetings held?
 Website www.conservegoshen.com and Lobby of USDA Service Center and Calendar of Events

PROPOSED BUDGET SUMMARY

OVERVIEW		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$255,633	\$398,539	\$478,215	\$478,215
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	\$0	\$0	\$0
S-4	Total General Fund and Forecasted Revenues Available	\$558,533	\$656,085	\$714,825	\$714,825
S-5	<i>Amount requested from County Commissioners</i>	\$164,598	\$167,700	\$190,000	\$190,000
S-6 Additional Funding Needed :				\$0	\$0
Projected Surplus:				\$236,610	\$236,610

REVENUE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-7	Operating Revenues	\$4,348	\$11,176	\$15,500	\$15,500
S-8	Tax levy (From the County Treasurer)	\$164,598	\$167,700	\$190,000	\$190,000
S-9	Government Support	\$8,824	\$8,824	\$8,824	\$8,824
S-10	Grants	\$4,551	\$1,112	\$3,440	\$3,440
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$66,725	\$157,786	\$183,850	\$183,850
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$249,046	\$346,598	\$401,614	\$401,614
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FY 7/1/23-6/30/24 NORTH PLATTE VALLEY CONSERVATION DISTRICT

EXPENDITURE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-15	Capital Outlay	\$1,385	\$1,336	\$41,000	\$41,000
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$75,070	\$72,354	\$97,832	\$97,832
S-18	Operations	\$145,147	\$260,094	\$256,783	\$256,783
S-19	Indirect Costs	\$34,031	\$64,755	\$82,600	\$82,600
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$255,633	\$398,539	\$478,215	\$478,215

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

CASH AND INVESTMENTS		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$309,487	\$309,487	\$313,211	\$313,211
Summary of Reserve Funds					
S-23	Beginning Balance in Reserve Accounts				
S-24	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-25	b. Reserves	\$0	\$0	\$0	\$0
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$0	\$0	\$0	\$0
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
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	\$0
S-31	Subtotal	\$0	\$0	\$0	\$0
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$0	\$0	\$0	\$0

End of Summary

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

Date adopted by Special District _____

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

PREPARED BY: SAMANTHA VALENTINE

DISTRICT PHONE: 307-532-4880 EXT 101

Proposed Budget

NORTH PLATTE VALLEY 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	Pending Approval
R-1 Property Taxes and Assessments Received					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$164,598	\$167,700	\$190,000	\$190,000
R-1.2 Other County Support (see note on the right)	4005				

FORECASTED REVENUE

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending 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				
R-2.5 Total Government Support		\$8,824	\$8,824	\$8,824	\$8,824
R-3 Operating Revenues					
R-3.1 Customer Charges	4300				
R-3.2 Sales of Goods or Services	4300	\$4,348	\$11,176	\$15,500	\$15,500
R-3.3 Other Assessments	4503				
R-3.4 Total Operating Revenues		\$4,348	\$11,176	\$15,500	\$15,500
R-4 Grants					
R-4.1 Direct Federal Grants	4201				
R-4.2 Federal Grants thru State Agencies	4201				
R-4.3 Grants from State Agencies	4211	\$4,551	\$1,112	\$3,440	\$3,440
R-4.4 Total Grants		\$4,551	\$1,112	\$3,440	\$3,440
R-5 Miscellaneous Revenue					
R-5.1 Interest	4501	\$92	\$150	\$250	\$250
R-5.2 Other: Specify <u>DONATIONS</u>	4500	\$0	\$20,600	\$6,000	\$6,000
R-5.3 Other: See Additior <u>See Additional Details</u>		\$66,633	\$137,036	\$177,600	\$177,600
R-5.4 Total Miscellaneous		\$66,725	\$157,786	\$183,850	\$183,850
R-5.5 Total Forecasted Revenue		\$84,448	\$178,898	\$211,614	\$211,614
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 _____	4500				
R-6.4 _____	4500				
R-6.5 _____					
R-6.6 Total Other Forecasted Revenue (a+b)		\$0	\$0	\$0	\$0

Proposed Budget

NORTH PLATTE VALLEY CONSERVATION DISTRICT
 NAME OF DISTRICT/BOARD

FYE 6/30/2024

CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
E-1 Capital Outlay					
E-1.1 Real Property	6201				
E-1.2 Vehicles	6210			\$35,000	\$35,000
E-1.3 Office Equipment	6211	\$1,385	\$1,336	\$1,000	\$1,000
E-1.4 Other (Specify)					
E-1.5 <u>EQUIPMENT/BUILDING</u>	6200			\$5,000	\$5,000
E-1.6 _____	6200				
E-1.7 _____					
E-1.8 TOTAL CAPITAL OUTLAY		\$1,385	\$1,336	\$41,000	\$41,000

ADMINISTRATION BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
E-2 Personnel Services					
E-2.1 Administrator	7002	\$43,772	\$42,692	\$47,732	\$47,732
E-2.2 Secretary	7003				
E-2.3 Clerical	7004	\$3,240	\$0	\$0	
E-2.4 Other (Specify)					
E-2.5 _____	7005				
E-2.6 _____	7005				
E-2.7 _____					
E-3 Board Expenses					
E-3.1 Travel	7011	\$451	\$1,473	\$2,000	\$2,000
E-3.2 Mileage	7012	\$445	\$550	\$2,500	\$2,500
E-3.3 Other (Specify)					
E-3.4 <u>MEETING/BOARD EXPENSE</u>	7013	\$1,046	\$1,008	\$5,000	\$5,000
E-3.5 <u>CREDIT CARD FEES</u>	7013	\$32	-\$17	\$100	\$100
E-3.6 _____					
E-4 Contractual Services					
E-4.1 Legal	7021	\$5,096	\$317	\$5,000	\$5,000
E-4.2 Accounting/Auditing	7022	\$6,439	\$7,982	\$9,000	\$9,000
E-4.3 Other (Specify)					
E-4.4 _____	7023				
E-4.5 _____	7023				
E-4.6 _____					
E-5 Other Administrative Expenses					
E-5.1 Office Supplies	7031	\$2,732	\$4,500	\$6,000	\$6,000
E-5.2 Office equipment, rent & repair	7032				
E-5.3 Education	7033				
E-5.4 Registrations	7034	\$1,580	\$1,803	\$2,500	\$2,500
E-5.5 Other (Specify)					
E-5.6 <u>DUES & SUBSCRIPTIONS</u>	7035	\$10,237	\$11,010	\$15,000	\$15,000
E-5.7 <u>ELECTION FEES</u>	7035		\$1,036	\$3,000	\$3,000
E-5.8 _____					
E-6 TOTAL ADMINISTRATION		\$75,070	\$72,354	\$97,832	\$97,832

Proposed Budget

NORTH PLATTE VALLEY CONSERVATION DISTRICT

FYE 6/30/2024

OPERATIONS BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
E-7	Personnel Services				
E-7.1	Wages--Operations	7202 \$18,824	\$40,500	\$46,342	\$46,342
E-7.2	Service Contracts	7203			
E-7.3	Other (Specify)				
E-7.4	TREE LABOR	7204 \$23,279	\$20,000	\$25,000	\$25,000
E-7.5		7204			
E-7.6					
E-8	Travel				
E-8.1	Mileage	7211			
E-8.2	Other (Specify)				
E-8.3		7212			
E-8.4		7212			
E-8.5					
E-9	Operating supplies (List)				
E-9.1	SEEDER EXPENSE	7220 \$1,158	\$1,491	\$5,000	\$5,000
E-9.2	NO-TILL DRILL EXPENSE	7220	3100	\$5,000	\$5,000
E-9.3		7220			
E-9.4		7220			
E-9.5					
E-10	Program Services (List)				
E-10.1	EDUCATION PROGRAMS	7230 \$10,100	\$12,000	\$12,000	\$12,000
E-10.2	COMMUNITY PROGRAMS	7230 \$27,201	\$21,518	\$11,000	\$11,000
E-10.3	TREE PROGRAM EXPENSES	7230 \$41,549	\$45,000	\$75,000	\$75,000
E-10.4	FAIR BOOTH	7230 \$317	\$1,200	\$1,500	\$1,500
E-10.5	see additional details	\$200	\$413	\$5,000	\$5,000
E-11	Contractual Arrangements (List)				
E-11.1	RESOURCE COST SHARE	7400 \$12,000	\$10,000	\$12,000	\$12,000
E-11.2	TREE COST SHARE	7400 \$9,794	\$14,391	\$15,000	\$15,000
E-11.3	SEED COST SHARE	7400	\$5,000	\$1,500	\$1,500
E-11.4	TIRE COST SHARE	7400		\$7,000	\$7,000
E-11.5	see additional details			\$6,500	\$6,500
E-12	Other operations (Specify)				
E-12.1	WDA LAB FUND EXPENSES	7450 \$725	\$3,863	\$3,941	\$3,941
E-12.2	SMALL WATER REIMBURSE EXPENSES	7450	\$57,868	\$25,000	\$25,000
E-12.3	LFL TREE PAYOUT	7450	\$23,750	\$0	
E-12.4		7450			
E-12.5					
E-13	TOTAL OPERATIONS	\$145,147	\$260,094	\$256,783	\$256,783

Proposed Budget

NORTH PLATTE VALLEY CONSERVATION DISTRICT

FYE 6/30/2024

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
E-14	Insurance				
E-14.1	Liability	7502 \$1,611	\$1,000	\$1,200	\$1,200
E-14.2	Buildings and vehicles	7503	\$2,098	\$3,500	\$3,500
E-14.3	Equipment	7504			
E-14.4	Other (Specify)				
E-14.5	_____	7505			
E-14.6	_____	7505			
E-14.7	_____				
E-15	Indirect payroll costs:				
E-15.1	FICA (Social Security) taxes	7511 \$6,702	\$8,732	\$12,000	\$12,000
E-15.2	Workers Compensation	7512 \$1,284	\$1,200	\$2,500	\$2,500
E-15.3	Unemployment Taxes	7513			
E-15.4	Retirement	7514 \$8,963	\$12,000	\$15,000	\$15,000
E-15.5	Health Insurance	7515 \$13,847	\$37,000	\$39,000	\$39,000
E-15.6	Other (Specify)				
E-15.7	LIFE INSURANCE	7516 \$41	\$75	\$200	\$200
E-15.8	DD FEES	7516 \$131	\$150	\$200	\$200
E-15.9	see additional details				
		\$1,452	\$2,500	\$9,000	\$9,000
E-17	TOTAL INDIRECT COSTS	\$34,031	\$64,755	\$82,600	\$82,600

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending 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	\$0

Proposed Budget

NORTH PLATTE VALLEY CONSERVATION DISTRIC
 NAME OF DISTRICT/BOARD

FYE 6/30/2024

GENERAL FUNDS

		End of Year	Beginning	Beginning		
		2021-2022	2022-2023	2023-2024	Pending	
		Actual	Estimated	Proposed	Approval	
C-1	Balances at Beginning of Fiscal Year	DOA Chart of Accounts				
C-1.1	General Fund Checking	1010	\$247,763	\$247,763	\$281,902	\$281,902
C-1.2	Savings and Investments	1040	\$61,724	\$61,724	\$31,309	\$31,309
C-1.3	General Fund CD Balance	1050		\$0		
C-1.4	All Other Funds	1020		\$0		
C-1.5	Reserves (From Below)		\$0	\$0	\$0	\$0
C-1.6	Total Estimated Cash and Investments on Hand		\$309,487	\$309,487	\$313,211	\$313,211

C-2	General Fund Reductions:	2010			
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves		\$0	\$0	\$0
C-2.3	Total Deductions (a+b)		\$0	\$0	\$0
C-2.4	Estimated Non-Restricted Funds Available		\$309,487	\$309,487	\$313,211

C-3	SINKING & DEBT SERVICE FUNDS	DOA Chart of Accounts
		1070

C-3		2021-2022	2022-2023	2023-2024	Pending
		Actual	Estimated	Proposed	Approval
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	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	<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	\$0	\$0	\$0	\$0

C-4	RESERVES	1090
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C-4		2021-2022	2022-2023	2023-2024	Pending
		Actual	Estimated	Proposed	Approval
C-4.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-4.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.3	Amount to be added to the reserve				
C-4.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.5	SUB-TOTAL	\$0	\$0	\$0	\$0
C-4.6	Identify the amount and project to be spent				
C-4.7	a. _____				
C-4.8	b. _____				
C-4.9	c. _____				
C-4.10	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.11	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained	\$0	\$0	\$0	\$0

C-5	BOND FUNDS	1060
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C-5		2021-2022	2022-2023	2023-2024	Pending
		Actual	Estimated	Proposed	Approval
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	SUB-TOTAL	\$0	\$0	\$0	\$0
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	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0