

# Final Budget

Crook County Promotion Board	
Budget Hearing Information	
PO Box 708	Location: Sundance State Bank meeting room
Sundance, WY 82729	Date: 7/17/2019
(307) 290-2544	Time: 6:30pm
Crook County	Budget Prepared by: Kendra Meidinger (treasurer)

**S-A BUDGET MESSAGE** W.S. 16-4-104(d)

The 2019/2020 budget is significantly larger due to an increase in our lodging tax from 2% to 4%. We have budgeted to contract a part time administrator to help with grant distributions and execution of the budget. The additional 2% will go towards grants specific to the entity that generated it. Any grants that remain unused at the end of the fiscal year will roll into our general budget for the next fiscal year. Our advertising budget was increased because we will no longer offer 10% tax distributions to each entity. The board has created separate ledgers for each entity that will be live on our website for organizations and people requesting grants will see current balances and remaining funds available for grants. The entities will be divided by Hulett, Sundance, Moorcroft, and County. Bylaws and Rules and Regulations have been updated to reflect the changes in our system.

**S-B RESERVE DESCRIPTION**

We will be using our current reserve for an emergency printing of brochures. The unused funds from this fiscal year will be put into reserves for future emergency use.

**S-C**

Names of Board Members	Date of End of Term													
Steve Lenz	6/30/22	<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;">No</td> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </table>	Does the district have regular office hours exceeding 20 hours per week?	No										
Does the district have regular office hours exceeding 20 hours per week?	No													
vacant	6/30/22													
Robert Olson	6/30/20													
Kendra Meidinger	6/30/20													
Deb Smith	6/30/21													
vacant	6/30/21													

  

<b>If no above:</b>	Are the records on file with the County Clerk as required by W.S. 16-12-303(c)?
	Yes

Where are the minutes of your board meeting available for public review?  
 Crook County Clerk

How and where are the notices of meeting posted for the public?  
 Newspaper (Sundance Times, Moorcroft Leader, Wyoming Pioneer), Facebook page

Where are the public meetings held?  
 revolving meetings are held in Sundance, Hulett, Moorcroft, Pine Haven

## FINAL BUDGET SUMMARY

OVERVIEW		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-1	<b>Total Budgeted Expenditures</b>	\$52,307	\$97,938	\$243,800	\$243,800
S-2	<b>Total Principal to Pay on Debt</b>	\$0	\$0	\$0	\$0
S-3	<b>Total Change to Restricted Funds</b>	\$0	\$271	\$55	\$55
S-4	<b>Total General Fund and Forecasted Revenues Available</b>	\$158,271	\$159,602	\$245,000	\$245,000
S-5	<i>Amount requested from County Commissioners</i>	\$85,799	\$87,260	\$175,000	\$175,000
S-6	<b>Additional Funding Needed :</b>			\$0	\$0

REVENUE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-7	<b>Operating Revenues</b>	\$0	\$0	\$0	\$0
S-8	<b>Tax levy (From the County Treasurer)</b>	\$85,799	\$87,260	\$175,000	\$175,000
S-9	<b>Government Support</b>	\$0	\$0	\$0	\$0
S-10	<b>Grants</b>	\$0	\$0	\$0	\$0
S-11	<b>Other County Support (Not from Co. Treas.)</b>	\$0	\$0	\$0	\$0
S-12	<b>Miscellaneous</b>	\$130	\$0	\$0	\$0
S-13	<b>Other Forecasted Revenue</b>	\$0	\$0	\$0	\$0

S-14	<b>Total Revenue</b>	\$85,929	\$87,260	\$175,000	\$175,000
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FY 7/1/19-6/30/20

Crook County Promotion Board

EXPENDITURE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-15	<b>Capital Outlay</b>	\$0	\$0	\$0	\$0
S-16	<b>Interest and Fees On Debt</b>	\$0	\$0	\$0	\$0
S-17	<b>Administration</b>	\$2,435	\$17,673	\$35,870	\$35,870
S-18	<b>Operations</b>	\$49,873	\$80,265	\$207,930	\$207,930
S-19	<b>Indirect Costs</b>	\$0	\$0	\$0	\$0
S-20R	<b>Expenditures paid by Reserves</b>	\$0	\$0	\$0	\$0
S-20	<b>Total Expenditures</b>	\$52,307	\$97,938	\$243,800	\$243,800

DEBT SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-21	<b>Principal Paid on Debt</b>	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$72,342	\$72,342	\$70,000	\$70,000

**Summary of Reserve Funds**

S-23	<b>Beginning Balance in Reserve Accounts</b>				
S-24	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-25	b. Reserves	\$18,529	\$18,529	\$18,800	\$18,800
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total Reserves (a+b+c)</b>	\$18,529	\$18,529	\$18,800	\$18,800
S-27	<b>Amount to be added</b>				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$0	\$271	\$55	\$55
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total to be added (a+b+c)</b>	\$0	\$271	\$55	\$55
S-31	<b>Subtotal</b>	\$18,529	\$18,800	\$18,855	\$18,855
S-32	<b>Less Total to be spent</b>	\$0	\$0	\$0	\$0
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	\$18,529	\$18,800	\$18,855	\$18,855

*End of Summary*

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

Date adopted by Special District 5/6/2019

**DISTRICT ADDRESS:** PO Box 708  
Sundance, WY 82729

**PREPARED BY:** Kendra Meidinger (treasurer)

**DISTRICT PHONE:** 3072902544

# Final Budget

Crook County Promotion Board

FYE 6/30/2020

NAME OF DISTRICT/BOARD \_\_\_\_\_

<b>PROPERTY TAXES AND ASSESSMENTS</b>
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		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
R-1	<b>Property Taxes and Assessments Received</b>				
R-1.1	Tax Levy (From the County Treasurer)	\$85,799	\$87,260	\$175,000	\$175,000
R-1.2	Other County Support				

<b>FORECASTED REVENUE</b>
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		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
R-2	<b>Revenues from Other Governments</b>				
R-2.1	State Aid				
R-2.2	Additional County Aid (non-treasurer)				
R-2.3	City (or Town) Aid				
R-2.4	Other (Specify) _____				
R-2.5	<b>Total Government Support</b>	\$0	\$0	\$0	\$0
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				
R-4.4	<b>Total Grants</b>	\$0	\$0	\$0	\$0
R-5	<b>Miscellaneous Revenue</b>				
R-5.1	Interest	\$130			
R-5.2	Other: Specify _____				
R-5.3	Other: Additional _____				
R-5.4	<b>Total Miscellaneous</b>	\$130	\$0	\$0	\$0
R-5.5	<b>Total Forecasted Revenue</b>	\$130	\$0	\$0	\$0
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	_____				
R-6.4	_____				
R-6.5	_____				
R-6.6	<b>Total Other Forecasted Revenue (a+b)</b>	\$0	\$0	\$0	\$0

# Final Budget

Crook County Promotion Board

FYE 6/30/2020

**NAME OF DISTRICT/BOARD**

## CAPITAL OUTLAY BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 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				
E-1.4	Other (Specify)				
E-1.5	_____				
E-1.6	_____				
E-1.7					
E-1.8	<b>TOTAL CAPITAL OUTLAY</b>	\$0	\$0	\$0	\$0

## ADMINISTRATION BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>E-2</b>	<b>Personnel Services</b>				
E-2.1	Administrator				
E-2.2	Secretary				
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5	Bond	\$500	\$500	\$1,000	\$1,000
E-2.6	_____				
E-2.7					
<b>E-3</b>	<b>Board Expenses</b>				
E-3.1	Travel			\$1,000	\$1,000
E-3.2	Mileage			\$3,000	\$3,000
E-3.3	Other (Specify)				
E-3.4	_____				
E-3.5	_____				
E-3.6					
<b>E-4</b>	<b>Contractual Services</b>				
E-4.1	Legal				
E-4.2	Accounting/Auditing	\$900	\$1,200	\$2,400	\$2,400
E-4.3	Other (Specify)				
E-4.4	Service Contracts				
E-4.5	_____			\$9,600	\$9,600
E-4.6	see additional details		\$15,000	\$15,000	\$15,000
<b>E-5</b>	<b>Other Administrative Expenses</b>				
E-5.1	Office Supplies	\$62		\$350	\$350
E-5.2	Office equipment, rent & repair	\$440	\$440	\$520	\$520
E-5.3	Education				
E-5.4	Registrations	\$0		\$800	\$800
E-5.5	Other (Specify)				
E-5.6	Dues/memberships	\$533	\$533	\$1,200	\$1,200
E-5.7	Recycling (brochures)			\$1,000	\$1,000
E-5.8					
<b>E-6</b>	<b>TOTAL ADMINISTRATION</b>	\$2,435	\$17,673	\$35,870	\$35,870

# Final Budget

Crook County Promotion Board

FYE 6/30/2020

OPERATIONS BUDGET					
		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>E-7</b>	<b>Personnel Services</b>				
E-7.1	Wages--Operations				
E-7.2	Service Contracts	\$5,900			
E-7.3	Other (Specify)				
E-7.4	_____				
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	grant distributions	\$2,083	\$17,667	\$87,500	\$87,500
E-10.2	10% tax distribution	\$5,901	\$6,550	\$0	
E-10.3	_____				
E-10.4	_____				
E-10.5	_____				
<b>E-11</b>	<b>Contractual Arrangements (List)</b>				
E-11.1	Billboard permit	\$0	\$200	\$200	\$200
E-11.2	Brochure Distribution	\$182	\$10,093	\$10,000	\$10,000
E-11.3	video development	\$4,338	\$0	\$7,500	\$7,500
E-11.4	outdoor signage	\$6,500	\$8,115	\$18,500	\$18,500
E-11.5	see additional details	\$23,929	\$19,600	\$45,300	\$45,300
<b>E-12</b>	<b>Other operations (Specify)</b>				
E-12.1	GPS Tours (Travelstory)	\$540	\$18,040	\$0	
E-12.2	Video Advertising (BHB)	\$500	\$0	\$0	
E-12.3	Miscellaneous advertising			\$38,930	\$38,930
E-12.4	_____				
E-12.5	_____				
<b>E-13</b>	<b>TOTAL OPERATIONS</b>	<b>\$49,873</b>	<b>\$80,265</b>	<b>\$207,930</b>	<b>\$207,930</b>

# Final Budget

Crook County Promotion Board

FYE 6/30/2020

## INDIRECT COSTS BUDGET

			2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>E-14</b>	<b>Insurance</b>					
E-14.1	Liability					
E-14.2	Buildings and vehicles					
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					
E-15.2	Workers Compensation					
E-15.3	Unemployment Taxes					
E-15.4	Retirement					
E-15.5	Health Insurance					
E-15.6	Other (Specify)					
E-15.7	_____					
E-15.8	_____					
E-15.9						
<b>E-17</b>	<b>TOTAL INDIRECT COSTS</b>		\$0	\$0	\$0	\$0

## DEBT SERVICE BUDGET

			2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>D-1</b>	<b>Debt Service</b>					
D-1.1	Principal					
D-1.2	Interest					
D-1.3	Fees					
<b>D-2</b>	<b>TOTAL DEBT SERVICE</b>		\$0	\$0	\$0	\$0

# Final Budget

Crook County Promotion Board  
 NAME OF DISTRICT/BOARD \_\_\_\_\_

FYE 6/30/2020 \_\_\_\_\_

## GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>C-1</b>	<b>Balances at Beginning of Fiscal Year</b>				
C-1.1	General Fund Checking Account Balance	\$72,342	\$72,342	\$70,000	\$70,000
C-1.2	Savings and Investments Account Balance		\$0		
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$18,529	\$18,529	\$18,855	\$18,855
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>	<b>\$90,871</b>	<b>\$90,871</b>	<b>\$88,855</b>	<b>\$88,855</b>
<b>C-2</b>	<b>General Fund Reductions:</b>				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$18,529	\$18,800	\$18,855	\$18,855
C-2.3	<b>Total Deductions (a+b)</b>	<b>\$18,529</b>	<b>\$18,800</b>	<b>\$18,855</b>	<b>\$18,855</b>
C-2.4	<b>Estimated Non-Restricted Funds Available</b>	<b>\$72,342</b>	<b>\$72,071</b>	<b>\$70,000</b>	<b>\$70,000</b>

## SINKING & DEBT SERVICE FUNDS

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>C-3</b>					
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	<b>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	<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	Balance to be retained	\$0	\$0	\$0	\$0

## RESERVES

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>C-4</b>					
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$18,529	\$18,529	\$18,800	\$18,800
C-4.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.3	Amount to be added to the reserve		\$271	\$55	\$55
C-4.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.5	<b>SUB-TOTAL</b>	<b>\$18,529</b>	<b>\$18,800</b>	<b>\$18,855</b>	<b>\$18,855</b>
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	<b>TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-4.12	Balance to be retained	\$18,529	\$18,800	\$18,855	\$18,855

## BOND FUNDS

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval
<b>C-5</b>					
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	<b>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	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.8	Balance to be retained	\$0	\$0	\$0	\$0
C-5.9	<b>TOTAL TO BE SPENT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

