

# Final Budget

Crook County Natural Resource District	
	Budget Hearing Information
PO Box 1070	<b>Location:</b> USDA Service Center
Sundance, WY 82729	<b>Date:</b> 7/14/2020
307.283.2870x4	<b>Time:</b> 12:00 PM
Crook County	<b>Budget Prepared by:</b> Bridget Helms

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

The Crook County Natural Resource District (CCNRD) does NOT receive mil levy funding. The CCNRD is funded primarily by state grants which provide funds either up front or on a reimbursable basis. Most CCNRD grants are funded through the state. However, we do have a few grants that are federal awards that are funneled through the State of Wyoming. The CCNRD also receives local funding from the Crook County Commissioners. Late in FY2020 funds for the NACD TA position were received and will continue over 2 years for a total of \$52,500. The CCNRD has created a proposed budget which is subject to change prior to July 31, 2020.

The CCNRD has applied for the following additional funds: WY Dept. of Agriculture Water Quality Grant (Total \$20,000), Lab Funds (\$4,000), Plank Stewardship Initiative (\$35,000), NRCS Soil Health (\$1,000.00), and Barnyards & Backyards UW Extension Program Funds (\$1,000.00).

The CCNRD plans to apply for the following grants: 2020 WNRF - \$40,000, 2017-2022 RCPP- \$80,000, 319 Water Quality grant \$375,000 and WWNRT - \$250,000.

Because of the reimbursable nature of many of the grants, the income and expenses for the grants do not always fall within the same fiscal year. The District's Non-Grant expenses are listed on the Admin page and on the Operations page. The payroll taxes are pro-rated among a dozen personnel categories within the grants. This makes it extremely difficult to itemize payroll tax amounts on the Indirect Expense page. CCNRD has been audited by Bennet Weber & Hermstad, LLP for FY's 13, 14, 15, and 16. In 2017, 2018 & 2019, Ketel Thorstenson performed an annual review for the CCNRD. They have verified that all federal and state payroll taxes have been paid and that adequate bonding and liability insurance has been obtained.

**S-B RESERVE DESCRIPTION**

Grant funds paid in advance, remaining vehicle savings

**S-C**

Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week?
Wayne Garman	8/31/20	<input checked="" type="checkbox"/> Yes
Ted Parsons	8/31/20	
Lily Altaffer	8/31/20	
Wanda Burget	8/31/22	
Kim Fundaun	8/31/22	

**If Yes, enter**

Address of office:	117 21st St
City, State, Zip:	Sundance, WY 82729
Phone Number:	307.283.2870 x4
Hours Open:	8:00-4:30

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

How and where are the notices of meeting posted for the public?  
 Sundance Times & Facebook

Where are the public meetings held?  
 USDA Service Center Sundance

## FINAL BUDGET SUMMARY

OVERVIEW		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
S-1	<b>Total Budgeted Expenditures</b>	\$303,868	\$529,730	\$1,403,115	\$1,365,586
S-2	<b>Total Principal to Pay on Debt</b>	\$0	\$0	\$0	\$0
S-3	<b>Total Change to Restricted Funds</b>	-\$120,584	-\$2,375	-\$141,914	-\$134,923
S-4	<b>Total General Fund and Forecasted Revenues Available</b>	\$336,378	\$668,837	\$1,340,878	\$1,418,097
S-5	<i>Amount requested from County Commissioners</i>	\$0	\$0	\$0	\$0
S-6	<b>Additional Funding Needed :</b>			<b>\$0</b>	<b>\$0</b>

REVENUE SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
S-7	<b>Operating Revenues</b>	\$2,049	\$4,841	\$5,525	\$5,525
S-8	<b>Tax levy (From the County Treasurer)</b>	\$0	\$0	\$0	\$0
S-9	<b>Government Support</b>	\$53,823	\$63,824	\$63,824	\$63,824
S-10	<b>Grants</b>	\$127,512	\$430,508	\$1,080,332	\$1,128,891
S-11	<b>Other County Support (Not from Co. Treas.)</b>	\$0	\$0	\$0	\$0
S-12	<b>Miscellaneous</b>	\$18,470	\$35,140	\$59,610	\$39,610
S-13	<b>Other Forecasted Revenue</b>	\$0	\$0	\$0	\$0

S-14	<b>Total Revenue</b>	\$201,854	\$534,313	\$1,209,291	\$1,237,850
FY 7/1/20-6/30/21 <span style="float: right;">Crook County Natural Resource District</span>					

EXPENDITURE SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 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>	\$33,996	\$24,620	\$36,375	\$36,875
S-18	<b>Operations</b>	\$149,288	\$362,598	\$1,209,576	\$1,178,388
S-19	<b>Indirect Costs</b>	\$0	\$13,137	\$15,250	\$15,400
S-20R	<b>Expenditures paid by Reserves</b>	\$120,584	\$129,375	\$141,914	\$134,923
S-20	<b>Total Expenditures</b>	\$303,868	\$529,730	\$1,403,115	\$1,365,586

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

CASH AND INVESTMENTS		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$134,524	\$134,524	\$131,587	\$180,247

**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	\$276,098	\$155,514	\$153,139	\$135,091
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total Reserves (a+b+c)</b>	\$276,098	\$155,514	\$153,139	\$135,091
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	\$127,000	\$0	\$0
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total to be added (a+b+c)</b>	\$0	\$127,000	\$0	\$0
S-31	<b>Subtotal</b>	\$276,098	\$282,514	\$153,139	\$135,091
S-32	<b>Less Total to be spent</b>	\$120,584	\$129,375	\$141,914	\$134,923
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	\$155,514	\$153,139	\$11,225	\$168

*End of Summary*

Date adopted by Special District 7/14/2020

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

**DISTRICT ADDRESS:** PO Box 1070  
Sundance, WY 82729

**PREPARED BY:** Bridget Helms

**DISTRICT PHONE:** 307.283.2870x4

*Prepared in compliance with the Uniform Municipal Fiscal Procedures Act (W.S. 16-4-101 through 124) as it applies.*

1/23/19      *Form approved by Wyoming Department of Audit, Public Funds Division*

# Final Budget

Crook County Natural Resource 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)				
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				
R-2.2	Additional County Aid (non-treasurer)	\$45,000	\$55,000	\$55,000	\$55,000
R-2.3	City (or Town) Aid				
R-2.4	Other (Specify) <span style="float: right;">Base Appropriations</span>	\$8,823	\$8,824	\$8,824	\$8,824
R-2.5	<b>Total Government Support</b>	\$53,823	\$63,824	\$63,824	\$63,824
R-3	<b>Operating Revenues</b>				
R-3.1	Customer Charges				
R-3.2	Sales of Goods or Services	\$2,049	\$4,841	\$5,525	\$5,525
R-3.3	Other Assessments				
R-3.4	<b>Total Operating Revenues</b>	\$2,049	\$4,841	\$5,525	\$5,525
R-4	<b>Grants</b>				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies	\$127,512	\$265,537	\$1,007,950	\$1,056,509
R-4.3	Grants from State Agencies		\$164,972	\$72,382	\$72,382
R-4.4	<b>Total Grants</b>	\$127,512	\$430,508	\$1,080,332	\$1,128,891
R-5	<b>Miscellaneous Revenue</b>				
R-5.1	Interest	\$5	\$10	\$10	\$10
R-5.2	Other: Specify <span style="float: right;">Unanticipated income</span>	\$5,565	\$130	\$4,600	\$4,600
R-5.3	Other: See Additional	\$12,900	\$35,000	\$55,000	\$35,000
R-5.4	<b>Total Miscellaneous</b>	\$18,470	\$35,140	\$59,610	\$39,610
R-5.5	<b>Total Forecasted Revenue</b>	\$201,854	\$534,313	\$1,209,291	\$1,237,850
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 Natural Resource District

FYE 6/30/2021

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

## 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				
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

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
<b>E-2</b>	<b>Personnel Services</b>				
E-2.1	Administrator	\$33,996	\$20,000	\$21,000	\$21,500
E-2.2	Secretary				
E-2.3	Clerical				
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		\$2,121	\$6,175	\$6,175
E-3.2	Mileage				
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		\$46	\$2,700	\$2,700
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		\$423	\$4,165	\$4,165
E-5.2	Office equipment, rent & repair				
E-5.3	Education				
E-5.4	Registrations		\$2,030	\$2,335	\$2,335
E-5.5	Other (Specify)				
E-5.6	_____				
E-5.7	_____				
E-5.8	_____				
<b>E-6</b>	<b>TOTAL ADMINISTRATION</b>	\$33,996	\$24,620	\$36,375	\$36,875

# Final Budget

Crook County Natural Resource District

FYE 6/30/2021

<b>OPERATIONS BUDGET</b>
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		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
<b>E-7</b>	<b>Personnel Services</b>				
E-7.1	Wages--Operations	\$9,643	\$285	\$9,224	\$9,224
E-7.2	Service Contracts				
E-7.3	Other (Specify)				
E-7.4	p				
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	Vehicle fuel/repairs		\$450	\$1,601	\$1,601
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	E-Cycling		\$4,500	\$4,500	\$4,500
E-10.2	Tree Program		\$25	\$425	\$425
E-10.3	non-contract, workshops			\$3,000	\$3,000
E-10.4	equipment			\$2,000	\$2,000
E-10.5					
<b>E-11</b>	<b>Contractual Arrangements (List)</b>				
E-11.1	Water Quality grants		\$212,306	\$551,752	\$510,067
E-11.2	Forestry Grants		\$117,198	\$319,874	\$552,070
E-11.3	Plank Stewardship Initiati		\$26,300	\$63,700	\$43,073
E-11.4	Small Acreage			\$1,000	\$1,000
E-11.5	see additional details		\$1,534	\$252,500	\$51,428
<b>E-12</b>	<b>Other operations (Specify)</b>				
E-12.1	Grants	\$139,645			
E-12.2					
E-12.3					
E-12.4					
E-12.5					
<b>E-13</b>	<b>TOTAL OPERATIONS</b>	<b>\$149,288</b>	<b>\$362,598</b>	<b>\$1,209,576</b>	<b>\$1,178,388</b>

# Final Budget

## INDIRECT COSTS BUDGET

			2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
<b>E-14</b>	<b>Insurance</b>					
E-14.1	Liability			\$1,476	\$2,500	\$2,500
E-14.2	Buildings and vehicles			\$400	\$2,200	\$2,200
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			\$8,000	\$3,450	\$3,500
E-15.2	Workers Compensation			\$1,201	\$2,450	\$2,500
E-15.3	Unemployment Taxes			\$60	\$1,150	\$1,200
E-15.4	Retirement			\$2,000	\$2,000	\$2,000
E-15.5	Health Insurance				\$1,500	\$1,500
E-15.6	Other (Specify)					
E-15.7	_____					
E-15.8	_____					
E-15.9						
<b>E-17</b>	<b>TOTAL INDIRECT COSTS</b>		\$0	\$13,137	\$15,250	\$15,400

## DEBT SERVICE BUDGET

			2018-2019 Actual	2019-2020 Estimated	2020-2021 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 Natural Resource District  
 NAME OF DISTRICT/BOARD \_\_\_\_\_

FYE 6/30/2021

## GENERAL FUNDS

		<i>End of Year</i>	<i>Beginning</i>	<i>Beginning</i>	
		2018-2019	2019-2020	2020-2021	Final Approval
		Actual	Estimated	Proposed	
<b>C-1</b>	<b>Balances at Beginning of Fiscal Year</b>				
C-1.1	General Fund Checking Account Balance	\$132,937	\$132,937	\$130,000	\$178,654
C-1.2	Savings and Investments Account Balance	\$1,587	\$1,587	\$1,587	\$1,593
C-1.3	General Fund CD Balance		\$0		
C-1.4	All Other Funds		\$0		
C-1.5	Reserves (From Below)	\$155,514	\$155,514	\$11,225	\$168
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>	<b>\$290,038</b>	<b>\$290,038</b>	<b>\$142,812</b>	<b>\$180,415</b>
<b>C-2</b>	<b>General Fund Reductions:</b>				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$155,514	\$153,139	\$11,225	\$168
C-2.3	<b>Total Deductions (a+b)</b>	<b>\$155,514</b>	<b>\$153,139</b>	<b>\$11,225</b>	<b>\$168</b>
C-2.4	<b>Estimated Non-Restricted Funds Available</b>	<b>\$134,524</b>	<b>\$136,899</b>	<b>\$131,587</b>	<b>\$180,247</b>

## SINKING & DEBT SERVICE FUNDS

		2018-2019	2019-2020	2020-2021	Final Approval
		Actual	Estimated	Proposed	
<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

		2018-2019	2019-2020	2020-2021	Final Approval
		Actual	Estimated	Proposed	
<b>C-4</b>					
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$276,098	\$155,514	\$153,139	\$135,091
C-4.2	<i>Date of Reserve Approval in Minutes:</i>				
C-4.3	Amount to be added to the reserve		\$127,000		
C-4.4	<i>Date of Reserve Approval in Minutes:</i>				
C-4.5	<b>SUB-TOTAL</b>	<b>\$276,098</b>	<b>\$282,514</b>	<b>\$153,139</b>	<b>\$135,091</b>
C-4.6	Identify the amount and project to be spent				
C-4.7	a. <u>Vehicle Replacement Fu</u>	\$12,831			
C-4.8	b. <u>Grants</u>	\$107,753	\$129,375	\$141,914	\$134,923
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>\$120,584</b>	<b>\$129,375</b>	<b>\$141,914</b>	<b>\$134,923</b>
C-4.12	Balance to be retained	\$155,514	\$153,139	\$11,225	\$168

## BOND FUNDS

		2018-2019	2019-2020	2020-2021	Final Approval
		Actual	Estimated	Proposed	
<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>\$120,584</b>	<b>\$129,375</b>	<b>\$141,914</b>	<b>\$134,923</b>



