

# Final Budget

Weston County Travel Commission	
Budget Hearing Information	
P O Box 655	Location: Ramsey Real Estate Office
Newcastle, WY 82701	Date: 5/5/2020
307-746-2896	Time: 7:30pm
Weston County	Budget Prepared by: Norma Shelton

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

Weston County Travel Commission publishes notices in both the Newcastle News Letter Journal and the Upton Weston County Gazette for two consecutive weeks prior to the budget hearing. The Weston County Travel Commission raised the projected budget for the 2020-2021 fiscal year.

**S-B RESERVE DESCRIPTION**

The Weston County Travel Commission has chosen to hold a reserve to continue to promote Weston County in the event that one day the lodging tax may not pass and for unforeseen expenses

**S-C**

Names of Board Members	Date of End of Term
Norma Shelton	6/30/21
Bruce Perkins	6/30/23
Matt Ramsey	6/30/22
Jeannette Ray	6/30/21
Brittany Trandahl	6/30/23
Linda Ahlers	6/30/22

Does the district have regular office hours exceeding 20 hours per week?	No

**If no above:** 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?  
 No office, minutes are available by request

How and where are the notices of meeting posted for the public?  
 News Letter Journal Calendar, Newcastle Chamber, KASL Radio What's Happening, Towns, Commissioners, etc. notified by email

Where are the public meetings held?  
 Meetings alternate between Upton and Newcastle, locations to be selected

## FINAL BUDGET SUMMARY

OVERVIEW		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
S-1	<b>Total Budgeted Expenditures</b>	\$74,416	\$68,813	\$85,000	\$85,000
S-2	<b>Total Principal to Pay on Debt</b>	\$0	\$0	\$0	\$0
S-3	<b>Total Change to Restricted Funds</b>	\$0	\$0	\$0	\$0
S-4	<b>Total General Fund and Forecasted Revenues Available</b>	\$125,748	\$147,085	\$173,800	\$173,800
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>	\$0	\$0	\$0	\$0
S-8	<b>Tax levy (From the County Treasurer)</b>	\$0	\$0	\$0	\$0
S-9	<b>Government Support</b>	\$84,913	\$106,201	\$85,000	\$85,000
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>	\$98	\$147	\$0	\$0
S-13	<b>Other Forecasted Revenue</b>	\$0	\$0	\$0	\$0

S-14	<b>Total Revenue</b>	\$85,011	\$106,348	\$85,000	\$85,000
------	----------------------	----------	-----------	----------	----------

FY 7/1/20-6/30/21

Weston County Travel Commission

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>	\$590	\$1,914	\$1,700	\$1,700
S-18	<b>Operations</b>	\$73,826	\$66,899	\$83,300	\$83,300
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>	\$74,416	\$68,813	\$85,000	\$85,000

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>	\$40,737	\$40,737	\$88,800	\$88,800

**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	\$0	\$0	\$0	\$0
S-26	c. Bond Funds	\$40,000	\$40,000	\$40,000	\$40,000
	<b>Total Reserves (a+b+c)</b>	\$40,000	\$40,000	\$40,000	\$40,000
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	\$0	\$0	\$0
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total to be added (a+b+c)</b>	\$0	\$0	\$0	\$0
S-31	<b>Subtotal</b>	\$40,000	\$40,000	\$40,000	\$40,000
S-32	<b>Less Total to be spent</b>	\$0	\$0	\$0	\$0
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	\$40,000	\$40,000	\$40,000	\$40,000

*End of Summary*

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

Date adopted by Special District \_\_\_\_\_

**DISTRICT ADDRESS:** P O Box 655  
Newcastle, WY 82701

**PREPARED BY:** Norma Shelton

**DISTRICT PHONE:** 307-746-2896

# Final Budget

Weston County Travel Commission  
 \_\_\_\_\_  
 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	<b>Tax Levy (From the County Treasurer)</b>				
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)				
R-2.3	City (or Town) Aid				
R-2.4	Other (Specify) <u>State Lodging Tax</u>	\$84,913	\$106,201	\$85,000	\$85,000
R-2.5	<b>Total Government Support</b>	\$84,913	\$106,201	\$85,000	\$85,000
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	\$98	\$147		
R-5.2	Other: Specify _____				
R-5.3	Other: Additional _____				
R-5.4	<b>Total Miscellaneous</b>	\$98	\$147	\$0	\$0
R-5.5	<b>Total Forecasted Revenue</b>	\$85,011	\$106,348	\$85,000	\$85,000
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

Weston County Travel Commission

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				
E-2.2	Secretary				
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5	Memberships	\$315	\$861	\$1,000	\$1,000
E-2.6	_____				
E-2.7					
<b>E-3</b>	<b>Board Expenses</b>				
E-3.1	Travel				
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		\$550	\$150	\$150
E-4.2	Accounting/Auditing	\$100	\$100	\$150	\$150
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	\$175	\$403	\$400	\$400
E-5.2	Office equipment, rent & repair				
E-5.3	Education				
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	_____				
E-5.7	_____				
E-5.8					
<b>E-6</b>	<b>TOTAL ADMINISTRATION</b>	\$590	\$1,914	\$1,700	\$1,700

# Final Budget

<b>OPERATIONS BUDGET</b>
--------------------------

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
<b>E-7</b>	<b>Personnel Services</b>				
E-7.1	Wages--Operations				
E-7.2	Service Contracts				
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	_____				
E-10.2	_____				
E-10.3	_____				
E-10.4	_____				
E-10.5	_____				
<b>E-11</b>	<b>Contractual Arrangements (List)</b>				
E-11.1	_____				
E-11.2	_____				
E-11.3	_____				
E-11.4	_____				
E-11.5	_____				
<b>E-12</b>	<b>Other operations (Specify)</b>				
E-12.1	Advertising/Billboards	\$49,305	\$40,675	\$55,250	\$55,250
E-12.2	Town Beautification	\$4,400	\$2,000	\$0	
E-12.3	Community/Co-op	\$11,890	\$11,874	\$14,450	\$14,450
E-12.4	Chambers	\$8,231	\$12,350	\$13,600	\$13,600
E-12.5	_____				
<b>E-13</b>	<b>TOTAL OPERATIONS</b>	<b>\$73,826</b>	<b>\$66,899</b>	<b>\$83,300</b>	<b>\$83,300</b>

# Final Budget

Weston County Travel Commission

FYE 6/30/2021

## 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					
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

			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

NAME OF DISTRICT/BOARD

## GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Final Approval
<b>C-1</b>	<b>Balances at Beginning of Fiscal Year</b>				
C-1.1	General Fund Checking Account Balance	\$40,737	\$40,737	\$88,800	\$88,800
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)	\$40,000	\$40,000	\$40,000	\$40,000
C-1.6	<b>Total Estimated Cash and Investments on Hand</b>	<b>\$80,737</b>	<b>\$80,737</b>	<b>\$128,800</b>	<b>\$128,800</b>
<b>C-2</b>	<b>General Fund Reductions:</b>				
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves	\$40,000	\$40,000	\$40,000	\$40,000
C-2.3	<b>Total Deductions (a+b)</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$40,000</b>
C-2.4	<b>Estimated Non-Restricted Funds Available</b>	<b>\$40,737</b>	<b>\$40,737</b>	<b>\$88,800</b>	<b>\$88,800</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	<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 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)		\$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	<b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</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	\$0	\$0	\$0	\$0

## 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)	\$40,000	\$40,000	\$40,000	\$40,000
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>\$40,000</b>	<b>\$40,000</b>	<b>\$40,000</b>	<b>\$40,000</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	\$40,000	\$40,000	\$40,000	\$40,000
C-5.9	<b>TOTAL TO BE SPENT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>