

Final Budget

Weston County Natural Resource District	
Budget Hearing Information	
Weston County Natural Resource District	Location: District Office
Newcastle, WY 82701	Date: 7/11/2023
307-746-3264 x4	Time: 3:00 PM
Weston	Budget Prepared by: Caleb Carter

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

Here is our draft budget for the 2024 fiscal year. We are carrying over funds to cover grant projects that are nearing completion this summer. And we are also planning to add at least one more project to our Small Water Project list. Maybe more this fall. The board is planning to hire an administrative assistant this summer so we added funds to cover this position. Totaling \$30,000. \$20,000 is under Secretary and \$10,000 under program salaries. The board is also interested in making this a fulltime position, so funds were set aside in the contract line item to provide funding to accomplish this. These funds are also set aside to help cover the expense of having an intern this school year.

We are also carrying over funds in our Forestry line item to cover match for a grant we received. This will be spent this next year. We have been expending grant funds and are now ready to spend our matching funds. Other than that our budget is pretty similar to the past.

S-B RESERVE DESCRIPTION

The District's reserve accounts are held for use in emergencies or if the District were to lose its mill levy or other regular funding sources.

S-C

Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week?
David Tysdal	12/31/24	<input checked="" type="checkbox"/> Yes
Tucker Hamilton	12/31/26	
Emiy Hartinger	12/31/26	
Gene Norman	12/31/24	
Tom Streeter	12/31/24	

If Yes, enter

Address of office: 1225 Washington Blvd, Suite 3
 City, State, Zip: Newcastle, WY 82701
 Phone Number: 307-746-3264 x4
 Hours Open: 7 am to 5 pm

Where are the minutes of your board meeting available for public review?
 Office

How and where are the notices of meeting posted for the public?
 Newspaper ad, newsletters, FaceBook, Instagram

Where are the public meetings held?
 Office

FINAL BUDGET SUMMARY

OVERVIEW	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
S-1 Total Budgeted Expenditures	\$164,562	\$208,353	\$430,399	\$454,859
S-2 Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3 Total Change to Restricted Funds	\$10,497	\$11,096	\$10,000	\$10,000
S-4 Total General Fund and Forecasted Revenues Available	\$320,574	\$394,523	\$440,399	\$464,859
S-5 <i>Amount requested from County Commissioners</i>	\$138,641	\$145,355	\$154,675	\$163,052
S-6 Additional Funding Needed :			\$0	\$0
Projected Surplus:			\$20,000	\$20,000

REVENUE SUMMARY	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
S-7 Operating Revenues	\$12,614	\$15,000	\$10,000	\$10,000
S-8 Tax levy (From the County Treasurer)	\$133,966	\$140,680	\$150,000	\$158,377
S-9 Government Support	\$8,824	\$10,824	\$12,324	\$12,324
S-10 Grants	\$793	\$75,300	\$90,300	\$90,300
S-11 Other County Support (Not from Co. Treas.)	\$4,675	\$4,675	\$4,675	\$4,675
S-12 Miscellaneous	\$5,107	\$2,729	\$3,100	\$3,100
S-13 Other Forecasted Revenue	\$1,110	\$2,925	\$60,000	\$60,000

S-14 Total Revenue	\$167,088	\$252,133	\$330,399	\$338,776
FY 7/1/23-6/30/24 Weston County Natural Resource District				

EXPENDITURE SUMMARY	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
S-15 Capital Outlay	\$0	\$0	\$0	\$0
S-16 Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17 Administration	\$43,202	\$46,416	\$75,210	\$75,210
S-18 Operations	\$98,765	\$131,843	\$318,781	\$343,241
S-19 Indirect Costs	\$22,595	\$30,095	\$36,408	\$36,408
S-20R Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20 Total Expenditures	\$164,562	\$208,353	\$430,399	\$454,859

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

CASH AND INVESTMENTS	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
S-22 TOTAL GENERAL FUNDS	\$153,486	\$142,390	\$110,000	\$126,083
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	\$93,859	\$104,356	\$115,452	\$116,166
S-26 c. Bond Funds	\$0	\$0	\$0	\$0
Total Reserves (a+b+c)	\$93,859	\$104,356	\$115,452	\$116,166
S-27 Amount to be added				
S-28 a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29 b. Reserves	\$10,497	\$11,096	\$10,000	\$10,000
S-30 c. Bond Funds	\$0	\$0	\$0	\$0
Total to be added (a+b+c)	\$10,497	\$11,096	\$10,000	\$10,000
S-31 Subtotal	\$104,356	\$115,452	\$125,452	\$126,166
S-32 Less Total to be spent	\$0	\$0	\$0	\$0
S-33 TOTAL RESERVES AT END OF FISCAL YEAR	\$104,356	\$115,452	\$125,452	\$126,166

End of Summary

Date adopted by Special District 7/11/2023

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

DISTRICT ADDRESS: Weston County Natural Resource District
Newcastle, WY 82701

PREPARED BY: Caleb Carter

DISTRICT PHONE: 307-746-3264 x4

Prepared in compliance with the Uniform Municipal Fiscal Procedures Act (W.S. 16-12-401 et seq.) as it applies.

5/4/22 Form approved by Wyoming Department of Audit, Public Funds Division

Final Budget

Weston County Natural Resource District

FYE 6/30/2024

NAME OF DISTRICT/BOARD

PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
R-1 Property Taxes and Assessments Received					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$133,966	\$140,680	\$150,000	\$158,377
R-1.2 Other County Support (see note on the right)	4005	\$4,675	\$4,675	\$4,675	\$4,675

FORECASTED REVENUE

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final 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	\$0	\$0	\$0	
R-2.3 City (or Town) Aid	4237	\$0	\$2,000	\$3,500	\$3,500
R-2.4 Other (Specify)	4237	\$0	\$0	\$0	
R-2.5 Total Government Support		\$8,824	\$10,824	\$12,324	\$12,324
R-3 Operating Revenues					
R-3.1 Customer Charges	4300	\$0	\$0	\$0	
R-3.2 Sales of Goods or Services	4300	\$12,614	\$15,000	\$10,000	\$10,000
R-3.3 Other Assessments	4503	\$0	\$0	\$0	
R-3.4 Total Operating Revenues		\$12,614	\$15,000	\$10,000	\$10,000
R-4 Grants					
R-4.1 Direct Federal Grants	4201	\$0	\$0	\$0	
R-4.2 Federal Grants thru State Agencies	4201	\$0	\$0	\$0	
R-4.3 Grants from State Agencies	4211	\$793	\$75,300	\$90,300	\$90,300
R-4.4 Total Grants		\$793	\$75,300	\$90,300	\$90,300
R-5 Miscellaneous Revenue					
R-5.1 Interest	4501	\$649	\$767	\$1,000	\$1,000
R-5.2 Other: Specify <u>Sales tax</u>	4500	\$587	\$585	\$500	\$500
R-5.3 Other: See Addition <u>See Additional Details</u>		\$3,871	\$1,377	\$1,600	\$1,600
R-5.4 Total Miscellaneous		\$5,107	\$2,729	\$3,100	\$3,100
R-5.5 Total Forecasted Revenue		\$27,338	\$103,853	\$115,724	\$115,724
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 <u>Neiman grant</u>	4500	\$0	\$0	\$45,000	\$45,000
R-6.4 <u>igation coordinator</u>	4500	\$1,110	\$2,925	\$15,000	\$15,000
R-6.5 _____					
R-6.6 Total Other Forecasted Revenue (a+b)		\$1,110	\$2,925	\$60,000	\$60,000

Final Budget

Weston County Natural Resource District

FYE 6/30/2024

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
E-1 Capital Outlay					
E-1.1 Real Property	6201				
E-1.2 Vehicles	6210				
E-1.3 Office Equipment	6211				
E-1.4 Other (Specify)					
E-1.5 _____	6200				
E-1.6 _____	6200				
E-1.7 _____					
E-1.8 TOTAL CAPITAL OUTLAY		\$0	\$0	\$0	\$0

ADMINISTRATION BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
E-2 Personnel Services					
E-2.1 Administrator	7002	\$23,100	\$23,567	\$26,960	\$26,960
E-2.2 Secretary	7003	\$0		\$20,000	\$20,000
E-2.3 Clerical	7004	\$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	\$231	\$0	\$1,000	\$1,000
E-3.2 Mileage	7012	\$711	\$206	\$500	\$500
E-3.3 Other (Specify)					
E-3.4 _____	7013				
E-3.5 _____	7013				
E-3.6 _____					
E-4 Contractual Services					
E-4.1 Legal	7021				
E-4.2 Accounting/Auditing	7022	\$1,500	\$1,750	\$4,500	\$4,500
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	\$605	\$830	\$1,000	\$1,000
E-5.2 Office equipment, rent & repair	7032	\$1,612	\$4,497	\$2,000	\$2,000
E-5.3 Education	7033	\$2,608	\$779	\$2,000	\$2,000
E-5.4 Registrations	7034	\$195	\$569	\$1,000	\$1,000
E-5.5 Other (Specify)					
E-5.6 State dues	7035	\$8,150	\$8,150	\$8,150	\$8,150
E-5.7 National NACD dues	7035	\$1,000	\$1,000	\$1,000	\$1,000
E-5.8 see additional details		\$3,490	\$5,067	\$7,100	\$7,100
E-6 TOTAL ADMINISTRATION		\$43,202	\$46,416	\$75,210	\$75,210

Final Budget

Weston County Natural Resource District

FYE 6/30/2024

OPERATIONS BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
E-7 Personnel Services					
E-7.1 Wages--Operations	7202	\$23,100	\$24,024	\$36,960	\$36,960
E-7.2 Service Contracts	7203	\$0			
E-7.3 Other (Specify)					
E-7.4 _____	7204	\$0			
E-7.5 _____	7204	\$0			
E-7.6 _____					
E-8 Travel					
E-8.1 Mileage	7211	\$25	\$260	\$1,000	\$1,000
E-8.2 Other (Specify)					
E-8.3 _____	7212	\$0			
E-8.4 _____	7212	\$0			
E-8.5 _____					
E-9 Operating supplies (List)					
E-9.1 Equipment maintenance	7220	\$0		\$500	\$500
E-9.2 Publications	7220	\$2,198	\$1,920	\$3,000	\$3,000
E-9.3 _____	7220				
E-9.4 _____	7220				
E-9.5 _____					
E-10 Program Services (List)					
E-10.1 Education	7230	\$5,067	\$860	\$10,000	\$10,000
E-10.2 Forestry	7230	\$10,574	\$38,361	\$78,500	\$78,500
E-10.3 Conservation	7230	\$39,709	\$40,535	\$45,000	\$45,000
E-10.4 Water quality funds	7230	\$1,483	\$2,141	\$2,500	\$2,500
E-10.5 see additional details		\$16,227	\$20,450	\$115,940	\$114,813
E-11 Contractual Arrangements (List)					
E-11.1 Contract	7400	\$0	\$2,777	\$24,881	\$50,468
E-11.2 _____	7400				
E-11.3 _____	7400				
E-11.4 _____	7400				
E-11.5 _____					
E-12 Other operations (Specify)					
E-12.1 Sales tax	7450	\$382	\$515	\$500	\$500
E-12.2 _____	7450				
E-12.3 _____	7450				
E-12.4 _____	7450				
E-12.5 _____					
E-13 TOTAL OPERATIONS		\$98,765	\$131,843	\$318,781	\$343,241

Final Budget

Weston County Natural Resource District

FYE 6/30/2024

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
E-14 Insurance					
E-14.1 Liability	7502	\$500	\$500	\$500	\$500
E-14.2 Buildings and vehicles	7503	\$0			
E-14.3 Equipment	7504	\$0			
E-14.4 Other (Specify)					
E-14.5 Bonding	7505	\$865	\$865	\$1,000	\$1,000
E-14.6 _____	7505	\$0			
E-14.7 _____					
E-15 Indirect payroll costs:					
E-15.1 FICA (Social Security) taxes	7511	\$3,561	\$3,063	\$6,500	\$6,500
E-15.2 Workers Compensation	7512	\$1,111	\$1,273	\$4,000	\$4,000
E-15.3 Unemployment Taxes	7513	\$81	\$0	\$500	\$500
E-15.4 Retirement	7514	\$4,319	\$4,502	\$5,052	\$5,052
E-15.5 Health Insurance	7515	\$12,158	\$19,892	\$18,856	\$18,856
E-15.6 Other (Specify)					
E-15.7 _____	7516				
E-15.8 _____	7516				
E-15.9 _____					
E-17 TOTAL INDIRECT COSTS		\$22,595	\$30,095	\$36,408	\$36,408

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final 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

Final Budget

Weston County Natural Resource District

FYE 6/30/2024

NAME OF DISTRICT/BOARD

GENERAL FUNDS				
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	DOA Chart of Accounts	End of Year	Beginning	Beginning	Final Approval
		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	
C-1 Balances at Beginning of Fiscal Year					
C-1.1 General Fund Checking	1010	\$153,486	\$153,486	\$110,000	\$126,083
C-1.2 Savings and Investments	1040		\$0		
C-1.3 General Fund CD Balance	1050		\$0		
C-1.4 All Other Funds	1020		\$0		
C-1.5 Reserves (From Below)		\$104,356	\$104,356	\$125,452	\$126,166
C-1.6 Total Estimated Cash and Investments on Hand		\$257,842	\$257,842	\$235,452	\$252,249
C-2 General Fund Reductions:					
C-2.1 a. Unpaid bills at FYE	2010				
C-2.2 b. Reserves		\$104,356	\$115,452	\$125,452	\$126,166
C-2.3 Total Deductions (a+b)		\$104,356	\$115,452	\$125,452	\$126,166
C-2.4 Estimated Non-Restricted Funds Available		\$153,486	\$142,390	\$110,000	\$126,083

	DOA Chart of Accounts			
SINKING & DEBT SERVICE FUNDS	1070			

	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
C-3				
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: _____				
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 Date of Reserve Approval in Minutes: _____				
C-3.11 TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-3.12 Balance to be retained	\$0	\$0	\$0	\$0

RESERVES	1090			
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	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
C-4				
C-4.1 Beginning Balance in Reserve Account (end of previous year)	\$93,859	\$104,356	\$115,452	\$116,166
C-4.2 Date of Reserve Approval in Minutes: _____				
C-4.3 Amount to be added to the reserve	\$10,497	\$11,096	\$10,000	\$10,000
C-4.4 Date of Reserve Approval in Minutes: _____				
C-4.5 SUB-TOTAL	\$104,356	\$115,452	\$125,452	\$126,166
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 Date of Reserve Approval in Minutes: 5/23/2023				
C-4.11 TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-4.12 Balance to be retained	\$104,356	\$115,452	\$125,452	\$126,166

BOND FUNDS	1060			
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	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
C-5				
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: _____				
C-5.5 SUB-TOTAL	\$0	\$0	\$0	\$0
C-5.6 Identify the amount and project to be spent				
C-5.7 Date of Reserve Approval in Minutes: _____				
C-5.8 Balance to be retained	\$0	\$0	\$0	\$0
C-5.9 TOTAL TO BE SPENT	\$0	\$0	\$0	\$0