

Proposed Budget

Hot Springs County Weed & Pest District	
Budget Hearing Information	
P.O. Box 543, 711 Springview St.	Location: Office Of the Board
Thermopolis, WY 82443	Date: 7/5/2017
307-864-2278	Time: 6:00 PM
Hot Springs County	Budget Prepared by: Shawna Farrell, Office Manager

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

Budget Message
May 15, 2017

The Hot Springs County Weed & Pest Control District Budget is prepared using the format for budget books developed by the Department of Audit W.S. 16-4-104(f). A yearly audit is done by Koerwitz, Michel, Wright & Associates, a copy of which is on file in the office of the Board and is incorporated into the overall Hot Springs County Audit.

A Tentative Budget is submitted to the Hot Springs County Commissioner on May 1, of each year. A Final Budget is published in the Thermopolis Independent Record at least one week before the public hearing date. Hearings for specials districts, having the power to levy or requiring the levy of taxes are to be held no later than the third Thursday in July, except if they choose to hold the budget hearing in conjunction with the county budget hearings and so advertise.

After the budget has been prepared and adopted, and as the new fiscal year begins, the execution phase of the budgetary process comes into being. Budgetary accounts are set up to record the estimated revenues and appropriations in the fund accounts.

Revenues

Revenues for the District are received from (1) one full Mill Levy from the County, sales of chemicals and labor for the Regular Budget and (1) full Mill Levy for Mosquito Control and Special Weed Management Budget. Grants are also received and copies are available at the Office of the Weed & Pest.

Expenditures

Administration – The yearly salary of the Supervisor, Assistant Supervisor and the Secretary/Treasurer.

Operations – This includes the daily operating expenses of the Hot Springs County Weed & Pest Control District.

Fixed Charges: This includes the benefits paid to employees. The same benefits are offered to the Weed & Pest Employees that are offered to all Hot Springs County employees: Medical Insurance, Social Security and Medicare, Workers Compensation, Wyoming Retirement benefits, vacation and sick leave. Unemployment is only paid when someone files for unemployment.

S-B RESERVE DESCRIPTION

S-C

Names of Board Members	Date of End of Term	
Arnold Pennoyer	1/1/19	Does the district have regular office hours exceeding 20 hours per week? <input checked="" type="checkbox"/> Yes
Dee Hillberry	1/1/19	
Steve Johnston	1/1/20	
Chip Axtell	1/1/21	
Bruce Thurgood	1/1/21	
		If Yes, enter Address of office: 711 Springview St. City, State, Zip: Thermopolis, WY 82443 Phone Number: 307-864-2278 Hours Open: 7 am-4 pm

Where are the minutes of your board meeting available for public review?
Office of the Board, 711 Springview St.

How and where are the notices of meeting posted for the public?
Thermopolis Independent Record, (local newspaper)

Where are the public meetings held?
Office of the Board, 711 Springview St.



PROPOSED BUDGET SUMMARY

OVERVIEW		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$1,101,321	\$1,031,400	\$1,049,950	\$1,049,950
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	\$1,079,198	\$1,221,268	\$1,295,950	\$1,295,950
S-5	<i>Amount requested from County Commissioners</i>	\$490,000	\$274,000	\$246,000	\$246,000
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-7	Operating Revenues	\$262,325	\$150,000	\$150,000	\$150,000
S-8	Tax levy (From the County Treasurer)	\$490,000	\$274,000	\$246,000	\$246,000
S-9	Government Support	\$400	\$400	\$400	\$400
S-10	Grants	\$323,413	\$234,748	\$223,900	\$223,900
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$3,060	\$120	\$400	\$400
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0
S-14	Total Revenue	\$1,079,198	\$659,268	\$620,700	\$620,700

Hot Springs County Weed & Pest District
FY 7/1/17-6/30/18

EXPENDITURE SUMMARY		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-15	Capital Outlay	\$0	\$0	\$0	\$0
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$226,876	\$120,750	\$157,150	\$157,150
S-18	Operations	\$732,019	\$781,000	\$766,650	\$766,650
S-19	Indirect Costs	\$142,426	\$129,650	\$126,150	\$126,150
S-20	Total Expenditures	\$1,101,321	\$1,031,400	\$1,049,950	\$1,049,950

DEBT SUMMARY		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$0	\$562,000	\$675,250	\$675,250

Summary of Reserve Funds

S-23	Beginning Balance in Reserve Accounts				
S-24	a. Depreciation Reserve	\$0	\$0	\$0	\$0
S-25	b. Other Reserve	\$0	\$0	\$0	\$0
S-26	c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$0	\$0	\$0	\$0
S-27	Amount to be added				
S-28	a. Depreciation Reserve	\$0	\$0	\$0	\$0
S-29	b. Other Reserve	\$0	\$0	\$0	\$0
S-30	c. Emergency Reserve (Cash)	\$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: P.O. Box 543, 711 Springview St.
Thermopolis, WY 82443

PREPARED BY: Shawna Farrell, Office Manager

DISTRICT PHONE: 307-864-2278

Proposed Budget

Hot Springs County Weed & Pest District
 NAME OF DISTRICT/BOARD

FYE 6/30/2018

PROPERTY TAXES AND ASSESSMENTS

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
R-1	Property Taxes and Assessments Received				
R-1.1	Tax Levy (From the County Treasurer)	\$490,000	\$274,000	\$246,000	\$246,000
R-1.2	Other County Support				

FORECASTED REVENUE

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
R-2	Revenues from Other Governments				
R-2.1	State Aid				
R-2.2	Additional County Aid (non-treasurer)				
R-2.3	City (or Town) Aid	\$400	\$400	\$400	\$400
R-2.4	Other (Specify)				
R-2.5	Total Government Support	\$400	\$400	\$400	\$400
R-3	Operating Revenues				
R-3.1	Customer Charges	\$262,325			
R-3.2	Sales of Goods or Services		\$150,000	\$150,000	\$150,000
R-3.3	Other Assessments				
R-3.4	Total Operating Revenues	\$262,325	\$150,000	\$150,000	\$150,000
R-4	Grants				
R-4.1	Direct Federal Grants	\$71,602		\$35,000	\$35,000
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies	\$251,811	\$234,748	\$188,900	\$188,900
R-4.4	Total Grants	\$323,413	\$234,748	\$223,900	\$223,900
R-5	Miscellaneous Revenue				
R-5.1	Interest	\$3,060	\$120	\$400	\$400
R-5.2	Other: Specify				
R-5.3	Other: Additional				
R-5.4	Total Miscellaneous	\$3,060	\$120	\$400	\$400
R-5.5	Total Forecasted Revenue	\$589,198	\$385,268	\$374,700	\$374,700
R-6	Other Forecasted Revenue				
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	Total Other Forecasted Revenue (a+b)	\$0	\$0	\$0	\$0

Proposed Budget

Hot Springs County Weed & Pest District
 NAME OF DISTRICT/BOARD

FYE 6/30/2018

CAPITAL OUTLAY BUDGET

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
E-1	Capital Outlay				
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	TOTAL CAPITAL OUTLAY	\$0	\$0	\$0	\$0

ADMINISTRATION BUDGET

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
E-2	Personnel Services				
E-2.1	Administrator	\$46,224	\$46,500	\$46,500	\$46,500
E-2.2	Secretary	\$34,604	\$34,700	\$34,700	\$34,700
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5	_____				
E-2.6	_____				
E-2.7					
E-3	Board Expenses				
E-3.1	Travel				
E-3.2	Mileage	\$883	\$2,000	\$2,000	\$2,000
E-3.3	Other (Specify)				
E-3.4	_____				
E-3.5	_____				
E-3.6					
E-4	Contractual Services				
E-4.1	Legal		\$2,000	\$1,000	\$1,000
E-4.2	Accounting/Auditing	\$2,900	\$5,000	\$6,500	\$6,500
E-4.3	Other (Specify)				
E-4.4	_____				
E-4.5	_____				
E-4.6	see additional details	\$115,431		\$35,000	\$35,000
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$20,670	\$15,550	\$13,200	\$13,200
E-5.2	Office equipment, rent & repair				
E-5.3	Education	\$5,664	\$12,500	\$14,500	\$14,500
E-5.4	Registrations	\$500	\$2,500	\$3,750	\$3,750
E-5.5	Other (Specify)				
E-5.6	_____				
E-5.7	_____				
E-5.8					
E-6	TOTAL ADMINISTRATION	\$226,876	\$120,750	\$157,150	\$157,150

Proposed Budget

Hot Springs County Weed & Pest District

FYE 6/30/2018

OPERATIONS BUDGET

			2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
E-7	Personnel Services					
E-7.1	Wages--Operations		\$179,100	\$155,000	\$181,000	\$181,000
E-7.2	Service Contracts			\$10,000	\$10,000	\$10,000
E-7.3	Other (Specify)					
E-7.4						
E-7.5						
E-7.6						
E-8	Travel					
E-8.1	Mileage					
E-8.2	Other (Specify)					
E-8.3						
E-8.4						
E-8.5						
E-9	Operating supplies (List)					
E-9.1	Fuel		\$16,903	\$20,000	\$17,000	\$17,000
E-9.2	Herbicide		\$284,906	\$250,000	\$265,000	\$265,000
E-9.3	Equipment		\$12,491	\$4,500	\$8,900	\$8,900
E-9.4						
E-9.5						
E-10	Program Services (List)					
E-10.1						
E-10.2						
E-10.3						
E-10.4						
E-10.5						
E-11	Contractual Arrangements (List)					
E-11.1	Big Horn River Restore		\$5,550	\$10,000	\$20,000	\$20,000
E-11.2	Grass Creek SWM			\$10,000	\$15,000	\$15,000
E-11.3	Kirby Creek		\$23,035	\$80,000	\$40,000	\$40,000
E-11.4	Wildlife Trust		\$120,191			
E-11.5						
E-12	Other operations (Specify)					
E-12.1	Repairs/Maintenance		\$23,370	\$26,000	\$42,000	\$42,000
E-12.2	Aerial Application		\$57,224	\$80,000	\$150,000	\$150,000
E-12.3	Utilities		\$9,249	\$15,500	\$17,750	\$17,750
E-12.4				\$120,000		
E-12.5						
E-13	TOTAL OPERATIONS		\$732,019	\$781,000	\$766,650	\$766,650

Proposed Budget

Hot Springs County Weed & Pest District

FYE 6/30/2018

INDIRECT COSTS BUDGET

			2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
E-14	Insurance					
E-14.1	Liability		\$4,525	\$3,500	\$3,500	\$3,500
E-14.2	Buildings and vehicles			\$4,000	\$4,000	\$4,000
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	_____					
E-14.6	_____					
E-14.7						
E-15	Indirect payroll costs:					
E-15.1	FICA (Social Security) taxes		\$19,219	\$21,000	\$21,000	\$21,000
E-15.2	Workers Compensation		\$7,113	\$11,000	\$10,000	\$10,000
E-15.3	Unemployment Taxes		\$8,190	\$11,500	\$9,000	\$9,000
E-15.4	Retirement		\$30,883	\$32,100	\$32,100	\$32,100
E-15.5	Health Insurance		\$72,496	\$45,600	\$45,600	\$45,600
E-15.6	Other (Specify)					
E-15.7	Vision			\$950	\$950	\$950
E-15.8	_____					
E-15.9	_____					
E-16	Depreciation Expenses					
E-17	TOTAL INDIRECT COSTS		\$142,426	\$129,650	\$126,150	\$126,150

DEBT SERVICE BUDGET

			2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
D-1	Debt Service					
D-1.1	Principal					
D-1.2	Interest					
D-1.3	Fees					
D-2	TOTAL DEBT SERVICE		\$0	\$0	\$0	\$0

Proposed Budget

Hot Springs County Weed & Pest District
NAME OF DISTRICT/BOARD

FYE 6/30/2018

GENERAL FUNDS

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking Account Balance		\$156,000	\$408,550	\$408,550
C-1.2	Savings and Investments Account Balance				
C-1.3	General Fund CD Balance		\$266,000	\$266,700	\$266,700
C-1.4	All Other Funds		\$140,000		
C-1.5	Reserves (From Below)	\$0	\$0	\$0	\$0
C-1.6	Total Estimated Cash and Investments on Hand	\$0	\$562,000	\$675,250	\$675,250
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE		\$190,000	\$243,000	\$243,000
C-2.2	b. Reserves	\$0	\$0	\$0	\$0
C-2.3	Total Deductions (a+b)	\$0	\$190,000	\$243,000	\$243,000
C-2.4	Estimated Non-Restricted Funds Available	\$0	\$372,000	\$432,250	\$432,250

DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending 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 to be spent from "Reserve for Capital Outlay"				
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 in Depreciation Reserve Account	\$0	\$0	\$0	\$0

OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending Approval
C-4					
C-4.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-4.2	Date of Reserve Approval in Minutes: _____				
C-4.3	Amount to be added to the reserve				
C-4.4	Date of Reserve Approval in Minutes: _____				
C-4.5	SUB-TOTAL	\$0	\$0	\$0	\$0
C-4.6	Identify the amount and project to be spent from "Other"				
C-4.7	a. _____				
C-4.8	b. _____				
C-4.9	c. _____				
C-4.10	Date of Reserve Approval in Minutes: _____				
C-4.11	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained in Other Reserve Account	\$0	\$0	\$0	\$0

ASSIGNED FUND BALANCE (EMERGENCY RESERVE - NOT COMMITTED)

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Pending 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	Amount to be spent from Emergency Reserve (Cash)				
C-5.7	Date of Reserve Approval in Minutes: _____				
C-5.8	Balance to be retained in Assigned Fund Balance	\$0	\$0	\$0	\$0
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0