

Proposed Budget

Weston County Natural Resource District	
Budget Hearing Information	
1225 Washington Blvd	Location: District Office
Newcastle, WY 82701	Date: 7/9/2024
(307) 746-3264	Time: 3:00 PM
Weston County	Budget Prepared by: Caleb Carter

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

Here is our draft budget for the 2025 fiscal year. We are carrying over funds to cover grant projects including projects in our forestry and conservation cost share programs. As well as for 2 small water projects to be completed this summer.

We also added one more project to our Small Water Project list. The District also added an Office administrator position this past fiscal year. We also created a line item for our small water projects as well as listing well water testing and our new rain barrel program under the water program line item.

The Education and Office Equipment line items were increased this fiscal year to accommodate some new education and outreach programs and the purchase of new desks for district personnel.

Our sale of product income was also increased as the district is planning to order a larger than normal amount of landscape fabric and pins to meet the demand. And the district has been taking preorders for rain barrels and demand has increased greatly.

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 it's mill levy or other regular funding sources.

S-C

Names of Board Members	Date of End of Term
David Tysdal	12/31/24
Tucker Hamilton	12/31/26
Emiy Hartinger	12/31/26
Gene Norman	12/31/24
Tom Streeter	12/31/24

Does the district have regular office hours exceeding 20 hours per week? **Yes**

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: 8 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

Where are the public meetings held?

Office

PROPOSED BUDGET SUMMARY

OVERVIEW		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$199,205	\$184,677	\$374,249	\$374,249
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$11,810	\$11,255	\$10,000	\$10,000
S-4	Total General Fund and Forecasted Revenues Available	\$371,512	\$339,022	\$384,249	\$384,249
S-5	<i>Amount requested from County Commissioners</i>	\$184,924	\$164,425	\$164,425	\$164,425
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-7	Operating Revenues	\$16,505	\$12,346	\$21,000	\$21,000
S-8	Tax levy (From the County Treasurer)	\$179,393	\$160,000	\$160,000	\$160,000
S-9	Government Support	\$8,824	\$8,824	\$12,324	\$12,324
S-10	Grants	\$1,259	\$2,374	\$51,650	\$51,650
S-11	Other County Support (Not from Co. Treas.)	\$5,531	\$4,425	\$4,425	\$4,425
S-12	Miscellaneous	\$3,589	\$3,467	\$4,850	\$4,850
S-13	Other Forecasted Revenue	\$2,925	\$5,355	\$10,000	\$10,000
S-14	Total Revenue	\$218,026	\$196,791	\$264,249	\$264,249

Weston County Natural Resource District
FY 7/1/24-6/30/25

EXPENDITURE SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 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	\$46,918	\$66,122	\$67,061	\$67,061
S-18	Operations	\$121,522	\$89,126	\$261,388	\$261,388
S-19	Indirect Costs	\$30,765	\$29,429	\$45,800	\$45,800
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$199,205	\$184,677	\$374,249	\$374,249

DEBT SUMMARY		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$153,486	\$142,231	\$120,000	\$120,000

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	\$104,356	\$116,166	\$127,421	\$127,421
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$104,356	\$116,166	\$127,421	\$127,421
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$11,810	\$11,255	\$10,000	\$10,000
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$11,810	\$11,255	\$10,000	\$10,000
S-31	Subtotal	\$116,166	\$127,421	\$137,421	\$137,421
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$116,166	\$127,421	\$137,421	\$137,421

End of Summary

Date adopted by Special District D _____

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

DISTRICT ADDRESS: 1225 Washington Blvd
Newcastle, WY 82701

PREPARED BY: Caleb Carter

DISTRICT PHONE: 3077463264

Proposed Budget

Weston County Natural Resource District

FYE 6/30/2025

NAME OF DISTRICT/BOARD

PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
R-1 Property Taxes and Assessments Received					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$179,393	\$160,000	\$160,000	\$160,000
R-1.2 Other County Support (see note on the right)	4005	\$5,531	\$4,425	\$4,425	\$4,425

FORECASTED REVENUE

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending 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				
R-2.3 City (or Town) Aid	4237			\$3,500	\$3,500
R-2.4 Other (Specify)	4237				
R-2.5 Total Government Support		\$8,824	\$8,824	\$12,324	\$12,324
R-3 Operating Revenues					
R-3.1 Customer Charges	4300				
R-3.2 Sales of Goods or Services	4300	\$16,505	\$12,346	\$21,000	\$21,000
R-3.3 Other Assessments	4503				
R-3.4 Total Operating Revenues		\$16,505	\$12,346	\$21,000	\$21,000
R-4 Grants					
R-4.1 Direct Federal Grants	4201				
R-4.2 Federal Grants thru State Agencies	4201				
R-4.3 Grants from State Agencies	4211	\$1,259	\$2,374	\$51,650	\$51,650
R-4.4 Total Grants		\$1,259	\$2,374	\$51,650	\$51,650
R-5 Miscellaneous Revenue					
R-5.1 Interest	4501	\$878	\$437	\$1,000	\$1,000
R-5.2 Other: Specify <u>Sales tax</u>	4500	\$737	\$361	\$1,050	\$1,050
R-5.3 Other: See Additior <u>See Additional Details</u>		\$1,974	\$2,669	\$2,800	\$2,800
R-5.4 Total Miscellaneous		\$3,589	\$3,467	\$4,850	\$4,850
R-5.5 Total Forecasted Revenue		\$30,177	\$27,011	\$89,824	\$89,824
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>Mitigation coordinator</u>	4500	\$2,925	\$5,355	\$10,000	\$10,000
R-6.4 _____	4500				
R-6.5 _____					
R-6.6 Total Other Forecasted Revenue (a+b)		\$2,925	\$5,355	\$10,000	\$10,000

Proposed Budget

Weston County Natural Resource District

FYE 6/30/2025

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending 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	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
E-2 Personnel Services					
E-2.1 Administrator	7002	\$23,872	\$26,960	\$11,572	\$11,572
E-2.2 Secretary	7003		\$15,723	\$24,059	\$24,059
E-2.3 Clerical	7004				
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		\$809	\$1,000	\$1,000
E-3.2 Mileage	7012	\$206	\$205	\$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	\$1,750	\$2,185	\$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	\$817	\$1,105	\$1,000	\$1,000
E-5.2 Office equipment, rent & repair	7032	\$4,494	\$2,222	\$5,130	\$5,130
E-5.3 Education	7033	\$1,083	\$1,878	\$2,000	\$2,000
E-5.4 Registrations	7034	\$568	\$1,041	\$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 NACD Dues	7035	\$1,000	\$1,000	\$1,000	\$1,000
E-5.8 see additional details		\$4,978	\$4,844	\$7,150	\$7,150
E-6 TOTAL ADMINISTRATION		\$46,918	\$66,122	\$67,061	\$67,061

Proposed Budget

Weston County Natural Resource District

FYE 6/30/2025

OPERATIONS BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
E-7	Personnel Services				
E-7.1	Wages--Operations	\$24,024	\$26,956	\$46,287	\$46,287
E-7.2	Service Contracts		\$9,360	\$6,014	\$6,014
E-7.3	Other (Specify)				
E-7.4	_____				
E-7.5	_____				
E-7.6	_____				
E-8	Travel				
E-8.1	Mileage	\$260	\$558	\$500	\$500
E-8.2	Other (Specify)				
E-8.3	Travel			\$500	\$500
E-8.4	_____				
E-8.5	_____				
E-9	Operating supplies (List)				
E-9.1	Equipment maintenance		\$31	\$500	\$500
E-9.2	Publications	\$1,920	\$2,639	\$3,000	\$3,000
E-9.3	_____				
E-9.4	_____				
E-9.5	_____				
E-10	Program Services (List)				
E-10.1	Education	\$1,321	\$633	\$10,700	\$10,700
E-10.2	Forestry	\$40,102	\$3,101	\$32,400	\$32,400
E-10.3	Conservation cost share	\$25,535	\$21,223	\$45,000	\$45,000
E-10.4	water quality funds	\$3,983	\$2,986		
E-10.5	see additional details	\$20,169	\$15,810	\$97,588	\$97,588
E-11	Contractual Arrangements (List)				
E-11.1	Contract	\$3,693	\$5,113	\$17,849	\$17,849
E-11.2	_____				
E-11.3	_____				
E-11.4	_____				
E-11.5	_____				
E-12	Other operations (Specify)				
E-12.1	Sales tax	\$515	\$716	\$1,050	\$1,050
E-12.2	_____				
E-12.3	_____				
E-12.4	_____				
E-12.5	_____				
E-13	TOTAL OPERATIONS	\$121,522	\$89,126	\$261,388	\$261,388

Proposed Budget

Weston County Natural Resource District

FYE 6/30/2025

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending Approval
E-14 Insurance					
E-14.1 Liability	7502	\$500	\$778	\$800	\$800
E-14.2 Buildings and vehicles	7503				
E-14.3 Equipment	7504				
E-14.4 Other (Specify)					
E-14.5 Bonding	7505	\$865	\$865	\$1,000	\$1,000
E-14.6	7505				
E-14.7					
E-15 Indirect payroll costs:					
E-15.1 FICA (Social Security) taxes	7511	\$3,194	\$6,044	\$8,000	\$8,000
E-15.2 Workers Compensation	7512	\$1,598	\$1,914	\$3,000	\$3,000
E-15.3 Unemployment Taxes	7513			\$500	\$500
E-15.4 Retirement	7514	\$4,502	\$5,929	\$10,000	\$10,000
E-15.5 Health Insurance	7515	\$20,106	\$13,899	\$22,500	\$22,500
E-15.6 Other (Specify)					
E-15.7	7516				
E-15.8	7516				
E-15.9					
E-17 TOTAL INDIRECT COSTS		\$30,765	\$29,429	\$45,800	\$45,800

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2022-2023 Actual	2023-2024 Estimated	2024-2025 Proposed	Pending 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

Proposed Budget

Weston County Natural Resource District

FYE 6/30/2025

NAME OF DISTRICT/BOARD

GENERAL FUNDS

		End of Year	Beginning	Beginning		
		2022-2023	2023-2024	2024-2025	Pending	
		Actual	Estimated	Proposed	Approval	
C-1	Balances at Beginning of Fiscal Year	DOA Chart of Accounts				
C-1.1	General Fund Checking	1010	\$153,486	\$153,486	\$120,000	\$120,000
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)		\$116,166	\$116,166	\$137,421	\$137,421
C-1.6	Total Estimated Cash and Investments on Hand		\$269,652	\$269,652	\$257,421	\$257,421
C-2	General Fund Reductions:					
C-2.1	a. Unpaid bills at FYE	2010				
C-2.2	b. Reserves		\$116,166	\$127,421	\$137,421	\$137,421
C-2.3	Total Deductions (a+b)		\$116,166	\$127,421	\$137,421	\$137,421
C-2.4	Estimated Non-Restricted Funds Available		\$153,486	\$142,231	\$120,000	\$120,000

DOA Chart of Accounts
1070

SINKING & DEBT SERVICE FUNDS

		2022-2023	2023-2024	2024-2025	Pending
		Actual	Estimated	Proposed	Approval
C-3	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
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	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	<i>Date of Reserve Approval in Minutes:</i>				
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

		2022-2023	2023-2024	2024-2025	Pending
		Actual	Estimated	Proposed	Approval
C-4	Beginning Balance in Reserve Account (end of previous year)		\$116,166	\$127,421	\$127,421
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$104,356	\$116,166	\$127,421	\$127,421
C-4.2	<i>Date of Reserve Approval in Minutes:</i>				
C-4.3	Amount to be added to the reserve	\$11,810	\$11,255	\$10,000	\$10,000
C-4.4	<i>Date of Reserve Approval in Minutes:</i>				
C-4.5	SUB-TOTAL	\$116,166	\$127,421	\$137,421	\$137,421
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	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained	\$116,166	\$127,421	\$137,421	\$137,421

BOND FUNDS

		2022-2023	2023-2024	2024-2025	Pending
		Actual	Estimated	Proposed	Approval
C-5	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
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	SUB-TOTAL	\$0	\$0	\$0	\$0
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	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0