

Proposed Budget

| Platte County Lodging Tax Joint Powers Board | |
|--|--|
| Budget Hearing Information | |
| 65 16th Street | Location: Platte County Chamber office |
| Wheatland, WY 82201 | Date: 6/21/2018 |
| 307-322-2322 | Time: 11:30 AM |
| Platte County | Budget Prepared by: Ms. Kit Armour |

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

** The 2018 - 2019 budget has been created based on the actuals from the previous year and looking at what worked and didn't work moving forward. Each year a new marketing plan is created and takes into consideration those media placements that had a good ROI resulting in some media being dropped and some being added. ** 2017 - 2018 was significantly impacted by the Total Solar Eclipse in August both on the revenue and expense side of the budget - this has been taken into consideration for the 2018 - 2019 budget. ** The combination of the Visitor Guide with the Chamber directory did not occur as planned and resulted in additional printing of Visitor Guides this year. Will continue to try to make this happen to eliminate that expense. ** The Board has awarded another significant grant for Visitor Enhancement this year. It has been budgeted to do this in the next fiscal year as well.

S-B RESERVE DESCRIPTION

Currently there is no Reserve for the Platte County Lodging Tax - A reserve account is going to be created in 2018 - 2019

S-C

| Names of Board Members | Date of End of Term | Does the district have regular office hours exceeding 20 hours per week? <input type="checkbox"/> Yes |
|---------------------------|---------------------|--|
| Jeannie Mitchell | 12/31/19 | If Yes, enter Address of office: Platte County Chamber City, State, Zip: 65 16th Street Phone Number: Wheatland, WY 82201 Hours Open: |
| Karen Guidice | 12/31/19 | |
| Judy Mills | 12/31/21 | |
| Suzie Cozad-Knickerbocker | 12/31/21 | |
| Craig Fredericks | 12/31/21 | |
| | | |
| | | |
| | | |
| | | |
| | | |

Where are the minutes of your board meeting available for public review?
 Platte County Chamber office

How and where are the notices of meeting posted for the public?
 Chamber weekly emails - The Merchant Newspaper once per month published by the Platte County Record Times

Where are the public meetings held?
 Platte County Chamber offices

PROPOSED BUDGET SUMMARY

| OVERVIEW | | 2016-2017 Actual | 2017-2018 Estimated | 2018-2019 Proposed | Pending Approval |
|----------|---|---------------------|------------------------|-----------------------|---------------------|
| S-1 | Total Budgeted Expenditures | \$59,023 | \$161,127 | \$152,000 | \$152,000 |
| 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 | \$271,285 | \$306,465 | \$320,500 | \$320,500 |
| S-5 | <i>Amount requested from County Commissioners</i> | \$126,974 | \$162,154 | \$145,000 | \$145,000 |
| S-6 | Additional Funding Needed : | | | \$0 | \$0 |

| REVENUE SUMMARY | | 2016-2017 Actual | 2017-2018 Estimated | 2018-2019 Proposed | Pending Approval |
|-----------------|---|---------------------|------------------------|-----------------------|---------------------|
| S-7 | Operating Revenues | \$0 | \$0 | \$0 | \$0 |
| S-8 | Tax levy (From the County Treasurer) | \$126,974 | \$162,154 | \$145,000 | \$145,000 |
| S-9 | Government Support | \$0 | \$0 | \$0 | \$0 |
| S-10 | Grants | \$0 | \$0 | \$0 | \$0 |
| S-11 | Other County Support (Not from Co. Treas.) | \$0 | \$0 | \$0 | \$0 |
| S-12 | Miscellaneous | \$0 | \$0 | \$0 | \$0 |
| S-13 | Other Forecasted Revenue | \$0 | \$0 | \$0 | \$0 |

| | | | | | |
|------|----------------------|-----------|-----------|-----------|-----------|
| S-14 | Total Revenue | \$126,974 | \$162,154 | \$145,000 | \$145,000 |
|------|----------------------|-----------|-----------|-----------|-----------|

FY 7/1/18-6/30/19 Platte County Lodging Tax Joint Powers Board

| EXPENDITURE SUMMARY | | 2016-2017 Actual | 2017-2018 Estimated | 2018-2019 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 | \$0 | \$13,000 | \$15,000 | \$15,000 |
| S-18 | Operations | \$59,000 | \$147,855 | \$137,000 | \$137,000 |
| S-19 | Indirect Costs | \$23 | \$272 | \$0 | \$0 |

| | | | | | |
|------|---------------------------|----------|-----------|-----------|-----------|
| S-20 | Total Expenditures | \$59,023 | \$161,127 | \$152,000 | \$152,000 |
|------|---------------------------|----------|-----------|-----------|-----------|

| DEBT SUMMARY | | 2016-2017 Actual | 2017-2018 Estimated | 2018-2019 Proposed | Pending Approval |
|--------------|-------------------------------|---------------------|------------------------|-----------------------|---------------------|
| S-21 | Principal Paid on Debt | \$0 | \$0 | \$0 | \$0 |

| CASH AND INVESTMENTS | | 2016-2017 Actual | 2017-2018 Estimated | 2018-2019 Proposed | Pending Approval |
|----------------------|----------------------------|---------------------|------------------------|-----------------------|---------------------|
| S-22 | TOTAL GENERAL FUNDS | \$144,311 | \$144,311 | \$175,500 | \$175,500 |

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: 65 16th Street
Wheatland, WY 82201

PREPARED BY: Ms. Kit Armour

DISTRICT PHONE: 307-322-2322

Proposed Budget

Platte County Lodging Tax Joint Powers Board
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2019 _____

PROPERTY TAXES AND ASSESSMENTS

| | | 2016-2017 Actual | 2017-2018 Estimated | 2018-2019 Proposed | Pending Approval |
|-------|--|---------------------|------------------------|-----------------------|---------------------|
| R-1 | Property Taxes and Assessments Received | | | | |
| R-1.1 | Tax Levy (From the County Treasurer) | \$126,974 | \$162,154 | \$145,000 | \$145,000 |
| R-1.2 | Other County Support | | | | |

FORECASTED REVENUE

| | | 2016-2017 Actual | 2017-2018 Estimated | 2018-2019 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 | | | | |
| R-2.4 | Other (Specify) _____ | | | | |
| R-2.5 | Total Government Support | \$0 | \$0 | \$0 | \$0 |
| R-3 | Operating Revenues | | | | |
| R-3.1 | Customer Charges | | | | |
| R-3.2 | Sales of Goods or Services | | | | |
| R-3.3 | Other Assessments | | | | |
| R-3.4 | Total Operating Revenues | \$0 | \$0 | \$0 | \$0 |
| R-4 | Grants | | | | |
| R-4.1 | Direct Federal Grants | | | | |
| R-4.2 | Federal Grants thru State Agencies | | | | |
| R-4.3 | Grants from State Agencies | | | | |
| R-4.4 | Total Grants | \$0 | \$0 | \$0 | \$0 |
| R-5 | Miscellaneous Revenue | | | | |
| R-5.1 | Interest | | | | |
| R-5.2 | Other: Specify _____ | | | | |
| R-5.3 | Other: Additional _____ | | | | |
| R-5.4 | Total Miscellaneous | \$0 | \$0 | \$0 | \$0 |
| R-5.5 | Total Forecasted Revenue | \$0 | \$0 | \$0 | \$0 |
| 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

Platte County Lodging Tax Joint Powers Board

FYE 6/30/2019

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

| | | 2016-2017 Actual | 2017-2018 Estimated | 2018-2019 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

| | | 2016-2017 Actual | 2017-2018 Estimated | 2018-2019 Proposed | Pending Approval |
|------------|--------------------------------------|---------------------|------------------------|-----------------------|---------------------|
| E-2 | Personnel Services | | | | |
| E-2.1 | Administrator | | | | |
| E-2.2 | Secretary | | | | |
| E-2.3 | Clerical | | \$0 | \$0 | |
| 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 | | | | |
| E-3.3 | Other (Specify) | | | | |
| E-3.4 | _____ | | | | |
| E-3.5 | _____ | | | | |
| E-3.6 | _____ | | | | |
| E-4 | Contractual Services | | | | |
| E-4.1 | Legal | | | | |
| E-4.2 | Accounting/Auditing | | | | |
| E-4.3 | Other (Specify) | | | | |
| E-4.4 | PCCC MOU | \$0 | \$13,000 | \$15,000 | \$15,000 |
| E-4.5 | _____ | | | | |
| E-4.6 | _____ | | | | |
| E-5 | Other Administrative Expenses | | | | |
| E-5.1 | Office Supplies | | | | |
| 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 | _____ | | | | |
| E-6 | TOTAL ADMINISTRATION | \$0 | \$13,000 | \$15,000 | \$15,000 |

Proposed Budget

OPERATIONS BUDGET

| | | | 2016-2017 Actual | 2017-2018 Estimated | 2018-2019 Proposed | Pending Approval |
|-------------|--|--|---------------------|------------------------|-----------------------|---------------------|
| E-7 | Personnel Services | | | | | |
| E-7.1 | Wages--Operations | | | | | |
| E-7.2 | Service Contracts | | | | | |
| 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 | General Admin | | | \$9,676 | \$12,000 | \$12,000 |
| E-9.2 | _____ | | | | | |
| E-9.3 | _____ | | | | | |
| E-9.4 | _____ | | | | | |
| E-9.5 | _____ | | | | | |
| E-10 | Program Services (List) | | | | | |
| E-10.1 | Event Grants | | \$15,000 | \$17,878 | \$15,000 | \$15,000 |
| E-10.2 | Visitor Enhance Grants | | \$17,000 | \$25,200 | \$20,000 | \$20,000 |
| E-10.3 | Visitor Ctr Grants | | \$27,000 | \$30,000 | \$33,000 | \$33,000 |
| E-10.4 | _____ | | | | | |
| E-10.5 | _____ | | | | | |
| E-11 | Contractual Arrangements (List) | | | | | |
| E-11.1 | _____ | | | | | |
| E-11.2 | _____ | | | | | |
| E-11.3 | _____ | | | | | |
| E-11.4 | _____ | | | | | |
| E-11.5 | _____ | | | | | |
| E-12 | Other operations (Specify) | | | | | |
| E-12.1 | Publications | | | \$13,790 | \$12,000 | \$12,000 |
| E-12.2 | Marketing/Adv | | | \$51,311 | \$45,000 | \$45,000 |
| E-12.3 | _____ | | | | | |
| E-12.4 | _____ | | | | | |
| E-12.5 | _____ | | | | | |
| E-13 | TOTAL OPERATIONS | | \$59,000 | \$147,855 | \$137,000 | \$137,000 |

Proposed Budget

Platte County Lodging Tax Joint Powers Board

FYE 6/30/2019

NAME OF DISTRICT/BOARD

GENERAL FUNDS

| | | End of Year | Beginning | Beginning | |
|------------|---|---------------------|------------------------|-----------------------|---------------------|
| | | 2016-2017 Actual | 2017-2018 Estimated | 2018-2019 Proposed | Pending Approval |
| C-1 | Balances at Beginning of Fiscal Year | | | | |
| C-1.1 | General Fund Checking Account Balance | \$144,311 | \$144,311 | \$175,500 | \$175,500 |
| 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) | \$0 | \$0 | \$0 | \$0 |
| C-1.6 | Total Estimated Cash and Investments on Hand | \$144,311 | \$144,311 | \$175,500 | \$175,500 |
| C-2 | General Fund Reductions: | | | | |
| C-2.1 | a. Unpaid bills at FYE | | | | |
| C-2.2 | b. Reserves | \$0 | \$0 | \$0 | \$0 |
| C-2.3 | Total Deductions (a+b) | \$0 | \$0 | \$0 | \$0 |
| C-2.4 | Estimated Non-Restricted Funds Available | \$144,311 | \$144,311 | \$175,500 | \$175,500 |

DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

| | | 2016-2017 Actual | 2017-2018 Estimated | 2018-2019 Proposed | Pending Approval |
|------------|---|---------------------|------------------------|-----------------------|---------------------|
| C-3 | | | | | |
| 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 to be spent from "Reserve for Capital Outlay" | | | | |
| 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 in Depreciation Reserve Account | \$0 | \$0 | \$0 | \$0 |

OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

| | | 2016-2017 Actual | 2017-2018 Estimated | 2018-2019 Proposed | Pending Approval |
|------------|---|---------------------|------------------------|-----------------------|---------------------|
| C-4 | | | | | |
| 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 | 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 | <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 in Other Reserve Account | \$0 | \$0 | \$0 | \$0 |

ASSIGNED FUND BALANCE (EMERGENCY RESERVE - NOT COMMITTED)

| | | 2016-2017 Actual | 2017-2018 Estimated | 2018-2019 Proposed | Pending Approval |
|------------|---|---------------------|------------------------|-----------------------|---------------------|
| C-5 | | | | | |
| 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 | Amount to be spent from Emergency Reserve (Cash) | | | | |
| C-5.7 | <i>Date of Reserve Approval in Minutes:</i> _____ | | | | |
| 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 |