

Proposed Budget

Platte County Weed and Pest District (SMA)	
Budget Hearing Information	
PO Box 775	Location: 506 Schroeder Road
Wheatland, WY 82201	Date: 5/8/2018
307-322-3210	Time: 6:30 PM
Platte County	Budget Prepared by: Patrick Bookout & Gleny Laffitte

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

The Platte County Weed and Pest is submitting the 2018/2019 proposed budget. At this time all numbers are calculated using actual figures from July 1, 2017 through February 28th, 2018 with estimates from March 1st through June 30th of 2018.

Adjustments to the order and placement of various expense accounts were made for simplicity.

The Platte County Weed and Pest Investment Policy states: "Money not necessary for immediate use may be kept in investment accounts in accordance with the State of Wyoming statutory requirements" (W.S. 9-4-831 as amended). A copy of the entire Platte County Weed and Pest Investment Policy is on hand at the Platte County Weed and Pest District Office.

Upon further reflection, and recommendation from the Department of Audit, certain funds were not deemed reserves but free cash for operations. They are now recorded as cash and not reserves.

We do not anticipate any unusual expenditures in the new fiscal year. One new ATV will be purchased through the Special Management Account.

The cost share programs have been successful and we plan to continue these programs in order to provide service to all Platte County residents and to encourage noxious weed and pest control by the landowners themselves.

We are requesting one full mill for the Special Management Account for the continued programs that significantly benefit Platte County. One mill levy is sufficient for budget needs for the year.

S-B RESERVE DESCRIPTION

The PCWP holds emergency reserve funds for unexpected weed or pest outbreaks that exceed the normal yearly costs. Our expected reserve amount at the end of FYE 2018 is \$30,514.

S-C

Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week? <input checked="" type="checkbox"/> Yes
John Watson	1/31/19	If Yes, enter Address of office: 506 Schroeder Road City, State, Zip: Wheatland, WY 82201 Phone Number: 307-322-3210 Hours Open: 8 am to 4 pm Sept-April, 8 am to 5 pm May-August
Will Crowley	1/31/19	
Bill Criss	1/31/19	
Roxie Harris	1/31/21	
Newton Russell	1/31/21	
Larry Yost	1/31/19	

Where are the minutes of your board meeting available for public review?
 District Office, 506 Schroeder Road, Wheatland, Wyoming 82201

How and where are the notices of meeting posted for the public?
 Newspaper, Platte County Merchant

Where are the public meetings held?
 District Office, 506 Schroeder Rd, Wheatland, Wyoming 82201

PROPOSED BUDGET SUMMARY

OVERVIEW		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$218,391	\$277,759	\$328,145	\$328,145
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	\$125	\$126	\$126
S-4	Total General Fund and Forecasted Revenues Available	\$614,856	\$637,154	\$668,978	\$668,978
S-5	<i>Amount requested from County Commissioners</i>	\$239,132	\$230,000	\$220,000	\$220,000
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-7	Operating Revenues	\$49,031	\$41,242	\$42,500	\$42,500
S-8	Tax levy (From the County Treasurer)	\$239,132	\$230,000	\$220,000	\$220,000
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$0	\$39,000	\$45,401	\$45,401
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$552	\$771	\$780	\$780
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$288,715	\$311,013	\$308,681	\$308,681
FY 7/1/18-6/30/19		Platte County Weed and Pest District (SMA)			

EXPENDITURE SUMMARY		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
S-15	Capital Outlay	\$8,895	\$30,981	\$27,750	\$27,750
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$64,918	\$60,714	\$69,725	\$69,725
S-18	Operations	\$116,780	\$155,596	\$199,150	\$199,150
S-19	Indirect Costs	\$27,799	\$30,468	\$31,520	\$31,520

S-20	Total Expenditures	\$218,391	\$277,759	\$328,145	\$328,145
------	---------------------------	-----------	-----------	-----------	-----------

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	\$326,141	\$326,141	\$360,297	\$360,297
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)	\$30,389	\$30,389	\$30,514	\$30,514
	Total Reserves (a+b+c)	\$30,389	\$30,389	\$30,514	\$30,514
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	\$125	\$126	\$126
	Total to be added (a+b+c)	\$0	\$125	\$126	\$126
S-31	Subtotal	\$30,389	\$30,514	\$30,640	\$30,640
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$30,389	\$30,514	\$30,640	\$30,640

End of Summary

Date adopted by Special District _____

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

DISTRICT ADDRESS: PO Box 775
Wheatland, WY 82201

PREPARED BY: Patrick Bookout & Gleny Laffitte

DISTRICT PHONE: 307-322-3210

Proposed Budget

Platte County Weed and Pest District (SMA)

FYE 6/30/2019

NAME OF DISTRICT/BOARD _____

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)	\$239,132	\$230,000	\$220,000	\$220,000
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	\$49,031	\$41,242	\$42,500	\$42,500
R-3.2	Sales of Goods or Services				
R-3.3	Other Assessments				
R-3.4	Total Operating Revenues	\$49,031	\$41,242	\$42,500	\$42,500
R-4	Grants				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies		\$39,000	\$45,401	\$45,401
R-4.4	Total Grants	\$0	\$39,000	\$45,401	\$45,401
R-5	Miscellaneous Revenue				
R-5.1	Interest	\$552	\$771	\$780	\$780
R-5.2	Other: Specify _____				
R-5.3	Other: Additional _____				
R-5.4	Total Miscellaneous	\$552	\$771	\$780	\$780
R-5.5	Total Forecasted Revenue	\$49,583	\$81,013	\$88,681	\$88,681
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 Weed and Pest District (SMA)

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	\$7,207	\$26,127	\$8,500	\$8,500
E-1.3	Office Equipment	\$69	\$1,984	\$1,000	\$1,000
E-1.4	Other (Specify)				
E-1.5	<u>Spray Equipment/Other E</u>	\$1,131	\$2,870	\$1,000	\$1,000
E-1.6	<u>Building/Land Improveme</u>	\$488	\$0	\$5,500	\$5,500
E-1.7	see additional details			\$11,750	\$11,750
E-1.8	TOTAL CAPITAL OUTLAY	\$8,895	\$30,981	\$27,750	\$27,750

ADMINISTRATION BUDGET

		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
E-2	Personnel Services				
E-2.1	Administrator	\$27,849	\$24,740	\$25,900	\$25,900
E-2.2	Secretary	\$19,871	\$20,406	\$20,625	\$20,625
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5	<u>Mapping Coordinator</u>	\$1,375	\$2,908	\$3,000	\$3,000
E-2.6	<u>Administrative Retiree Co</u>	\$5,138	\$53	\$5,000	\$5,000
E-2.7					
E-3	Board Expenses				
E-3.1	Travel				
E-3.2	Mileage		\$1,258	\$1,500	\$1,500
E-3.3	Other (Specify)				
E-3.4	<u>Board Expense</u>	\$23	\$757	\$1,000	\$1,000
E-3.5	<u>Surety Bond</u>		\$107	\$125	\$125
E-3.6					
E-4	Contractual Services				
E-4.1	Legal	\$531	\$626	\$650	\$650
E-4.2	Accounting/Auditing	\$4,847	\$5,337	\$5,500	\$5,500
E-4.3	Other (Specify)				
E-4.4	<u>Council Dues & Permits</u>	\$1,263	\$1,263	\$1,775	\$1,775
E-4.5					
E-4.6					
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$3,380	\$2,000	\$2,000	\$2,000
E-5.2	Office equipment, rent & repair		\$707	\$500	\$500
E-5.3	Education			\$500	\$500
E-5.4	Registrations	\$571	\$552	\$600	\$600
E-5.5	Other (Specify)				
E-5.6	<u>Books, Periodicals, signs</u>	\$70		\$500	\$500
E-5.7	<u>Freight & Postage</u>			\$50	\$50
E-5.8	see additional details			\$500	\$500
E-6	TOTAL ADMINISTRATION	\$64,918	\$60,714	\$69,725	\$69,725

Proposed Budget

Platte County Weed and Pest District (SMA)

FYE 6/30/2019

OPERATIONS BUDGET					
		2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
E-7	Personnel Services				
E-7.1	Wages--Operations	\$65,879	\$72,919	\$80,000	\$80,000
E-7.2	Service Contracts				
E-7.3	Other (Specify)				
E-7.4	Operation Retiree Comp I			\$5,000	\$5,000
E-7.5					
E-7.6					
E-8	Travel				
E-8.1	Mileage				
E-8.2	Other (Specify)				
E-8.3	Employee Travel	\$1,395	\$1,009	\$1,500	\$1,500
E-8.4					
E-8.5					
E-9	Operating supplies (List)				
E-9.1	Gas & Oil	\$5,216	\$5,895	\$7,000	\$7,000
E-9.2	Safety/Medical Supplies	\$1,145	\$745	\$500	\$500
E-9.3	Equipment/Other Repairs	\$3,344	\$3,072	\$5,000	\$5,000
E-9.4	Small Tools/Expendable I	\$2,043	\$1,261	\$1,500	\$1,500
E-9.5	see additional details		\$179	\$200	\$200
E-10	Program Services (List)				
E-10.1	LS Chemical/Bio-control	\$14,877	\$21,794	\$31,000	\$31,000
E-10.2	BTPD Chemical Expense	\$13,550	\$25,723	\$34,500	\$34,500
E-10.3	BTPD Cost Share Expense	\$8,506	\$11,950	\$15,000	\$15,000
E-10.4	BTPD Other Expense	\$824	\$1,239	\$1,500	\$1,500
E-10.5					
E-11	Contractual Arrangements (List)				
E-11.1	Aerial Spraying		\$5,000	\$10,000	\$10,000
E-11.2					
E-11.3					
E-11.4					
E-11.5					
E-12	Other operations (Specify)				
E-12.1	Telephone/Internet		\$1,168	\$1,200	\$1,200
E-12.2	Utilities		\$3,642	\$4,000	\$4,000
E-12.3	Sprayer & Sprayer Parts			\$1,250	\$1,250
E-12.4					
E-12.5					
E-13	TOTAL OPERATIONS	\$116,780	\$155,596	\$199,150	\$199,150

Proposed Budget

Platte County Weed and Pest District (SMA)

FYE 6/30/2019

INDIRECT COSTS BUDGET

			2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	Pending Approval
E-14	Insurance					
E-14.1	Liability		\$1,527	\$1,527	\$2,000	\$2,000
E-14.2	Buildings and vehicles		\$2,660	\$2,927	\$3,000	\$3,000
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	Vehicle Title/License		\$115	\$15	\$20	\$20
E-14.6						
E-14.7						
E-15	Indirect payroll costs:					
E-15.1	FICA (Social Security) taxes		\$9,189	\$9,242	\$9,500	\$9,500
E-15.2	Workers Compensation		\$3,625	\$3,209	\$4,000	\$4,000
E-15.3	Unemployment Taxes		\$372	\$918	\$1,000	\$1,000
E-15.4	Retirement		\$10,311	\$12,630	\$12,000	\$12,000
E-15.5	Health Insurance					
E-15.6	Other (Specify)					
E-15.7						
E-15.8						
E-15.9						
E-16	Depreciation Expenses					
E-17	TOTAL INDIRECT COSTS		\$27,799	\$30,468	\$31,520	\$31,520

DEBT SERVICE BUDGET

			2016-2017 Actual	2017-2018 Estimated	2018-2019 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

Platte County Weed and Pest District (SMA)
NAME OF DISTRICT/BOARD _____

FYE 6/30/2019

GENERAL FUNDS

	<i>End of Year</i>	<i>Beginning</i>	<i>Beginning</i>	Pending Approval
	2016-2017 Actual	2017-2018 Estimated	2018-2019 Proposed	
C-1 Balances at Beginning of Fiscal Year				
C-1.1 General Fund Checking Account Balance	\$177,289	\$177,289	\$210,543	\$210,543
C-1.2 Savings and Investments Account Balance	\$83,652	\$83,652	\$83,870	\$83,870
C-1.3 General Fund CD Balance	\$65,200	\$65,200	\$65,884	\$65,884
C-1.4 All Other Funds		\$0		
C-1.5 Reserves (From Below)	\$30,389	\$30,389	\$30,514	\$30,640
C-1.6 Total Estimated Cash and Investments on Hand	\$356,530	\$356,530	\$390,811	\$390,937
C-2 General Fund Reductions:				
C-2.1 a. Unpaid bills at FYE				
C-2.2 b. Reserves	\$30,389	\$30,514	\$30,640	\$30,640
C-2.3 Total Deductions (a+b)	\$30,389	\$30,514	\$30,640	\$30,640
C-2.4 Estimated Non-Restricted Funds Available	\$326,141	\$326,016	\$360,171	\$360,297

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)	\$30,389	\$30,389	\$30,514	\$30,514
C-5.2 <i>Date of Reserve Approval in Minutes:</i> _____				
C-5.3 Amount to be added to the reserve		\$125	\$126	\$126
C-5.4 <i>Date of Reserve Approval in Minutes:</i> <u>Interest Earned</u>				
C-5.5 SUB-TOTAL	\$30,389	\$30,514	\$30,640	\$30,640
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	\$30,389	\$30,514	\$30,640	\$30,640
C-5.9 TOTAL TO BE SPENT	\$0	\$0	\$0	\$0