

# Proposed Budget

<b>Meeteetse Conservation District</b>	
<small>Budget Hearing Information</small>	
PO Box 237	Location: 1906 State St.
Meeteetse, WY 82433	Date: 5/31/2023
307-868-2484	Time: 2:30 PM
Park County	Budget Prepared by: Steffen Cornell, District Manager

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

BUDGET MESSAGE (per W.S. 16-4-104 (c)): The Meeteetse Conservation District, as authorized by statute and described in the MCD Long Range Program - Land Use Management and Resource Conservation Plan, 2011, and in its Annual Plan of Work:

- + Continues to be involved in the conservation & management of soil, water, & other natural resources through watershed assessment, water quality and range monitoring, natural resource management and planning, and subdivision reviews, and is active in intergovernmental activities, including USDA National Forest and USDI Bureau of Land Management land use and resource management planning.
- + Provides education and assistance for District cooperators to further their social & economic betterment.
- + Assists within the school system to provide for the wise future use of natural resources.
- + Administers and supports the Park County Firewise program

The Meeteetse Conservation District will operate with revenues received from the one mill tax levy (approved by the voters in November, 1998) and does not anticipate using reserve funds. Other expected sources of income will be: grants from the Wyoming Department of Agriculture and other State agencies; pass-through project contributions from outside partners; BLM grant awards and minor revenues from investments and contributors. The Park County Treasurer will disburse mill levy funds to the District monthly and our mill levy revenue is projected to be down approximately 30% from the previous FY(23).

The Meeteetse Conservation District Board of Supervisors intends to continue the operation and administration of the District with one full-time wage employee. The MCD may adjust personnel as necessary and will hire a part-time Administrative Assistant in FY24.

MCD staff will continue to seek outside funding sources as well as internal avenues for generating revenue such as fees for contract services (e.g. drone operations, technical assistance, etc.)

The District currently owns and occupies a renovated office building located at 1906 State Street, Meeteetse WY 82433 and will continue to rent the front office space to the Meeteetse Visitor Center in FY24. The District owns various equipment and supplies, pays organizational dues, and supports educational programs such as Meeteetse FFA, Wyoming Resource Education Days, and Ag in the Classroom.

**S-B RESERVE DESCRIPTION**

The MCD Board continues to anticipate future needs by maintaining a Depreciation Reserve account. Emergency, Natural Resource Management & Planning and Operating Reserve accounts are and always have been treated like savings accounts and continuing in this year's budget form are being classified in the General Funds (C-1.2 Savings and Investments) section since the Board has the authority to transfer these funds between accounts. We anticipate that some funds may be needed from investments/savings to cover capital outlay

**S-C**

Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week?
Tim Morrison	12/31/26	<input checked="" type="checkbox"/> <b>Yes</b>
Matt Burkhart	12/31/24	
Joe Thomas	12/31/24	
Shawn Shepperson	12/31/26	
Ben Anson	12/31/26	

**If Yes, enter**

Address of office: 1906 State St.  
 City, State, Zip: Meeteetse, WY 82433  
 Phone Number: 307-868-2484  
 Hours Open: 9am to 5pm

Where are the minutes of your board meeting available for public review?  
<https://meeteetse-conservewy.net/about-us/board-meeting-minutes/>

How and where are the notices of meeting posted for the public?  
 Posted on front door of MCD office, Meeteetse Post Office and public kiosk near old bank.

Where are the public meetings held?  
 In the conference room ("Ferret Den") of the MCD Office. 1906 State St. Meeteetse, WY, 82433

## PROPOSED BUDGET SUMMARY

OVERVIEW		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-1	<b>Total Budgeted Expenditures</b>	\$144,390	\$276,130	\$324,977	\$324,977
S-2	<b>Total Principal to Pay on Debt</b>	\$0	\$0	\$0	\$0
S-3	<b>Total Change to Restricted Funds</b>	\$0	\$6,614	\$100	\$100
S-4	<b>Total General Fund and Forecasted Revenues Available</b>	\$264,748	\$456,705	\$488,730	\$488,730
S-5	<i>Amount requested from County Commissioners</i>	\$87,946	\$214,677	\$151,092	\$151,092
S-6	<b>Additional Funding Needed :</b>			<b>\$0</b>	<b>\$0</b>
	<b>Projected Surplus:</b>			<b>\$163,853</b>	<b>\$163,853</b>

REVENUE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-7	<b>Operating Revenues</b>	\$699	\$600	\$17,140	\$17,140
S-8	<b>Tax levy (From the County Treasurer)</b>	\$87,946	\$214,677	\$151,092	\$151,092
S-9	<b>Government Support</b>	\$0	\$0	\$0	\$0
S-10	<b>Grants</b>	\$78,467	\$141,471	\$121,838	\$121,838
S-11	<b>Other County Support (Not from Co. Treas.)</b>	\$0	\$0	\$0	\$0
S-12	<b>Miscellaneous</b>	\$1,892	\$10,827	\$4,314	\$4,314
S-13	<b>Other Forecasted Revenue</b>	\$0	\$0	\$0	\$0
S-14	<b>Total Revenue</b>	\$169,004	\$367,575	\$294,385	\$294,385

FY 7/1/23-6/30/24 Meeteetse Conservation District

EXPENDITURE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-15	<b>Capital Outlay</b>	\$6,472	\$16,700	\$81,950	\$81,950
S-16	<b>Interest and Fees On Debt</b>	\$0	\$0	\$0	\$0
S-17	<b>Administration</b>	\$31,350	\$34,342	\$34,820	\$34,820
S-18	<b>Operations</b>	\$80,104	\$191,573	\$173,200	\$173,200
S-19	<b>Indirect Costs</b>	\$26,464	\$33,515	\$35,007	\$35,007
S-20R	<b>Expenditures paid by Reserves</b>	\$0	\$0	\$0	\$0
S-20	<b>Total Expenditures</b>	\$144,390	\$276,130	\$324,977	\$324,977

DEBT SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-21	<b>Principal Paid on Debt</b>	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$95,744	\$89,131	\$194,345	\$194,345

**Summary of Reserve Funds**

S-23	<b>Beginning Balance in Reserve Accounts</b>				
S-24	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-25	b. Reserves	\$3,047	\$3,047	\$9,661	\$9,661
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total Reserves (a+b+c)</b>	<b>\$3,047</b>	<b>\$3,047</b>	<b>\$9,661</b>	<b>\$9,661</b>
S-27	<b>Amount to be added</b>				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$0	\$6,614	\$100	\$100
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total to be added (a+b+c)</b>	<b>\$0</b>	<b>\$6,614</b>	<b>\$100</b>	<b>\$100</b>
S-31	<b>Subtotal</b>	\$3,047	\$9,661	\$9,761	\$9,761
S-32	<b>Less Total to be spent</b>	\$0	\$0	\$0	\$0
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	<b>\$3,047</b>	<b>\$9,661</b>	<b>\$9,761</b>	<b>\$9,761</b>

*End of Summary*

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

Date adopted by Special District 5/31/2023

**DISTRICT ADDRESS:** PO Box 237  
Meeteetse, WY 82433

**PREPARED BY:** Steffen Cornell, District Manager

**DISTRICT PHONE:** 307-868-2484

# Proposed Budget

Meeteetse Conservation 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	Pending Approval
<b>R-1 Property Taxes and Assessments Received</b>					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$87,946	\$214,677	\$151,092	\$151,092
R-1.2 Other County Support (see note on the right)	4005				

## FORECASTED REVENUE

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
<b>R-2 Revenues from Other Governments</b>					
R-2.1 State Aid	4211				
R-2.2 Additional County Aid (non-treasurer)	4237				
R-2.3 City (or Town) Aid	4237				
R-2.4 Other (Specify)	4237				
R-2.5 <b>Total Government Support</b>		\$0	\$0	\$0	\$0
<b>R-3 Operating Revenues</b>					
R-3.1 Customer Charges	4300				
R-3.2 Sales of Goods or Services	4300	\$699	\$600	\$17,140	\$17,140
R-3.3 Other Assessments	4503				
R-3.4 <b>Total Operating Revenues</b>		\$699	\$600	\$17,140	\$17,140
<b>R-4 Grants</b>					
R-4.1 Direct Federal Grants	4201	\$20,987	\$14,013		
R-4.2 Federal Grants thru State Agencies	4201				
R-4.3 Grants from State Agencies	4211	\$57,480	\$127,459	\$121,838	\$121,838
R-4.4 <b>Total Grants</b>		\$78,467	\$141,471	\$121,838	\$121,838
<b>R-5 Miscellaneous Revenue</b>					
R-5.1 Interest	4501	\$77	\$3,197	\$2,500	\$2,500
R-5.2 Other: Specify _____	4500	\$1,814	\$7,630	\$1,814	\$1,814
R-5.3 Other: Additional _____					
R-5.4 <b>Total Miscellaneous</b>		\$1,892	\$10,827	\$4,314	\$4,314
R-5.5 <b>Total Forecasted Revenue</b>		\$81,058	\$152,898	\$143,293	\$143,293
<b>R-6 Other Forecasted Revenue</b>					
R-6.1 a. Other past due as estimated by Co. Treas.	4004				
R-6.2 b. Other forecasted revenue (specify):					
R-6.3 _____	4500				
R-6.4 _____	4500				
R-6.5 _____					
R-6.6 <b>Total Other Forecasted Revenue (a+b)</b>		\$0	\$0	\$0	\$0

# Proposed Budget

Meeteetse Conservation 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	Pending Approval
<b>E-1 Capital Outlay</b>					
E-1.1 Real Property	6201				
E-1.2 Vehicles	6210				
E-1.3 Office Equipment	6211	\$5,920	\$10,200	\$4,500	\$4,500
E-1.4 Other (Specify)					
E-1.5 Operations Equipment	6200	\$551	\$6,500	\$77,450	\$77,450
E-1.6 _____	6200				
E-1.7 _____					
E-1.8 <b>TOTAL CAPITAL OUTLAY</b>		\$6,472	\$16,700	\$81,950	\$81,950

## ADMINISTRATION BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
<b>E-2 Personnel Services</b>					
E-2.1 Administrator	7002	\$19,540	\$13,200	\$13,200	\$13,200
E-2.2 Secretary	7003				
E-2.3 Clerical	7004		\$2,266	\$5,000	\$5,000
E-2.4 Other (Specify)					
E-2.5 RT Admin	7005	\$304	\$200	\$300	\$300
E-2.6 _____	7005				
E-2.7 _____					
<b>E-3 Board Expenses</b>					
E-3.1 Travel	7011		\$0	\$500	\$500
E-3.2 Mileage	7012		\$0	\$100	\$100
E-3.3 Other (Specify)					
E-3.4 Bonds	7013	\$247	\$247	\$280	\$280
E-3.5 Other Board Expenses	7013		\$630	\$100	\$100
E-3.6 _____					
<b>E-4 Contractual Services</b>					
E-4.1 Legal	7021	\$414	\$250	\$1,000	\$1,000
E-4.2 Accounting/Auditing	7022	\$563	\$1,020	\$1,000	\$1,000
E-4.3 Other (Specify)					
E-4.4 Contract Labor	7023		\$120	\$150	\$150
E-4.5 _____	7023				
E-4.6 _____					
<b>E-5 Other Administrative Expenses</b>					
E-5.1 Office Supplies	7031	\$483	\$650	\$650	\$650
E-5.2 Office equipment, rent & repair	7032	\$2,035	\$6,000	\$2,000	\$2,000
E-5.3 Education	7033				
E-5.4 Registrations	7034	\$70	\$15	\$70	\$70
E-5.5 Other (Specify)					
E-5.6 Office Utilities	7035	\$6,290	\$7,500	\$8,000	\$8,000
E-5.7 Dues/Memberships/Subscriptions	7035	\$1,318	\$2,244	\$2,470	\$2,470
E-5.8 see additional details		\$85			
E-6 <b>TOTAL ADMINISTRATION</b>		\$31,350	\$34,342	\$34,820	\$34,820

# Proposed Budget

## OPERATIONS BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
<b>E-7</b>	<b>Personnel Services</b>				
E-7.1	Wages--Operations	7202	\$32,863	\$39,600	\$39,600
E-7.2	Service Contracts	7203			
E-7.3	Other (Specify)				
E-7.4	Wages--Technician	7204	\$1,693	\$500	\$3,000
E-7.5		7204			
E-7.6					
<b>E-8</b>	<b>Travel</b>				
E-8.1	Mileage	7211	\$1,333	\$1,000	\$3,000
E-8.2	Other (Specify)				
E-8.3	Travel (Lodging & Meals)	7212	\$296	\$750	\$500
E-8.4		7212			
E-8.5					
<b>E-9</b>	<b>Operating supplies (List)</b>				
E-9.1	Freight/Postage/Shipping	7220	\$76	\$350	\$450
E-9.2	Maint/Repairs to OP Equip	7220	\$0	\$50	\$50
E-9.3	Supplies - Operations/Office	7220	\$1,078	\$6,700	\$4,000
E-9.4	Vehicle Expenses	7220	\$476	\$2,980	\$1,350
E-9.5					
<b>E-10</b>	<b>Program Services (List)</b>				
E-10.1	Advertising & Promotion	7230	\$144	\$75	\$75
E-10.2	Special Ops (YU Fence, Fish Passage, EDE)	7230	\$37,749	\$131,350	\$107,150
E-10.3	Compost Bins	7230			
E-10.4		7230			
E-10.5					
<b>E-11</b>	<b>Contractual Arrangements (List)</b>				
E-11.1	Legal (Ops)	7400	\$0	\$500	\$1,500
E-11.2	Tech Consultant	7400	\$221	\$720	\$4,000
E-11.3		7400			
E-11.4		7400			
E-11.5					
<b>E-12</b>	<b>Other operations (Specify)</b>				
E-12.1	Dues, Memberships, Registrations	7450	\$3,929	\$6,208	\$7,635
E-12.2	Other	7450	\$45	\$325	\$350
E-12.3	Outside Programs	7450	\$200	\$465	\$540
E-12.4		7450			
E-12.5					
<b>E-13</b>	<b>TOTAL OPERATIONS</b>		\$80,104	\$191,573	\$173,200

# Proposed Budget

Meeteetse Conservation District

FYE 6/30/2024

## INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
<b>E-14 Insurance</b>					
E-14.1 Liability	7502	\$500	\$600	\$600	\$600
E-14.2 Buildings and vehicles	7503	\$1,568	\$1,620	\$1,800	\$1,800
E-14.3 Equipment	7504				
E-14.4 Other (Specify)					
E-14.5 Air Med Insurance	7505		\$240	\$0	
E-14.6	7505				
E-14.7					
<b>E-15 Indirect payroll costs:</b>					
E-15.1 FICA (Social Security) taxes	7511	\$124	\$151	\$400	\$400
E-15.2 Workers Compensation	7512	\$1,457	\$1,700	\$1,700	\$1,700
E-15.3 Unemployment Taxes	7513	\$77	\$150	\$150	\$150
E-15.4 Retirement	7514	\$4,891	\$9,831	\$9,831	\$9,831
E-15.5 Health Insurance	7515	\$17,175	\$18,522	\$19,626	\$19,626
E-15.6 Other (Specify)					
E-15.7 Medicare	7516	\$672	\$700	\$900	\$900
E-15.8	7516				
E-15.9					
<b>E-17 TOTAL INDIRECT COSTS</b>		<b>\$26,464</b>	<b>\$33,515</b>	<b>\$35,007</b>	<b>\$35,007</b>

## DEBT SERVICE BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
<b>D-1 Debt Service</b>					
D-1.1 Principal	6401				
D-1.2 Interest	6410				
D-1.3 Fees	6420				
<b>D-2 TOTAL DEBT SERVICE</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

# Proposed Budget

Meeteetse Conservation District

FYE 6/30/2024

**NAME OF DISTRICT/BOARD**

## GENERAL FUNDS

	DOA Chart of Accounts	End of Year	Beginning	Beginning	Pending Approval
		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	
<b>C-1 Balances at Beginning of Fiscal Year</b>					
C-1.1 General Fund Checking	1010	\$47,243	\$47,243	\$45,615	\$45,615
C-1.2 Savings and Investments	1040	\$45,171	\$45,171	\$145,282	\$145,282
C-1.3 General Fund CD Balance	1050		\$0		
C-1.4 All Other Funds	1020	\$3,330	\$3,330	\$3,448	\$3,448
C-1.5 Reserves (From Below)		\$3,047	\$3,047	\$9,761	\$9,761
C-1.6 <b>Total Estimated Cash and Investments on Hand</b>		\$98,791	\$98,791	\$204,105	\$204,105
<b>C-2 General Fund Reductions:</b>					
C-2.1 a. Unpaid bills at FYE	2010				
C-2.2 b. Reserves		\$3,047	\$9,661	\$9,761	\$9,761
C-2.3 <b>Total Deductions (a+b)</b>		\$3,047	\$9,661	\$9,761	\$9,761
C-2.4 <b>Estimated Non-Restricted Funds Available</b>		\$95,744	\$89,131	\$194,345	\$194,345

	DOA Chart of Accounts
<b>SINKING &amp; DEBT SERVICE FUNDS</b>	1070

	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
<b>C-3</b>				
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

	DOA Chart of Accounts
<b>RESERVES</b>	1090

	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
<b>C-4</b>				
C-4.1 Beginning Balance in Reserve Account (end of previous year)	\$3,047	\$3,047	\$9,661	\$9,661
C-4.2 Date of Reserve Approval in Minutes:				
C-4.3 Amount to be added to the reserve		\$6,614	\$100	\$100
C-4.4 Date of Reserve Approval in Minutes: <i>Interest &amp; xfer from NRM&amp;P</i>				
C-4.5 SUB-TOTAL	\$3,047	\$9,661	\$9,761	\$9,761
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:				
C-4.11 TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-4.12 Balance to be retained	\$3,047	\$9,661	\$9,761	\$9,761

	DOA Chart of Accounts
<b>BOND FUNDS</b>	1060

	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
<b>C-5</b>				
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