

# Final Budget

<b>Sublette County Weed and Pest District</b>	
<small>Budget Hearing Information</small>	
12 South Bench	<b>Location:</b> 12 South Bench Pinedale
Pinedale, WY 82941	<b>Date:</b> 7/6/2023
307-367-4728	<b>Time:</b> noon
Sublette	<b>Budget Prepared by:</b> Julie Kraft

<small>S-A</small>	<b>BUDGET MESSAGE</b>	<small>W.S. 16-12-403 (c)</small>
<p><b>We added a line item for contracted horseback spraying and a proposed new full time employee. All funds are within chekking and WGIF accounts are available. Our WGIF funds are not declared for emergency reserve, but for busy season cash flow. The interest was incredibly variabile for the year from hundreds of dollers a month to at most 25,000 per month. We have estimated conservatively to not overestimate for the next year. The cheatgrass project funds reflects grant money that will be a reimbursement.</b></p>		

<small>S-B</small>	<b>RESERVE DESCRIPTION</b>
none	

<small>S-C</small>																								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Names of Board Members</th> <th style="text-align: center;">Date of End of Term</th> </tr> </thead> <tbody> <tr><td>Chad Hayward</td><td style="text-align: center;">1/1/25</td></tr> <tr><td>Suzy Michnevich</td><td style="text-align: center;">1/1/25</td></tr> <tr><td>Ruth Steele</td><td style="text-align: center;">1/1/26</td></tr> <tr><td>Jennifer Rees</td><td style="text-align: center;">1/1/25</td></tr> <tr><td>Pete Guernsey</td><td style="text-align: center;">1/1/26</td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Names of Board Members	Date of End of Term	Chad Hayward	1/1/25	Suzy Michnevich	1/1/25	Ruth Steele	1/1/26	Jennifer Rees	1/1/25	Pete Guernsey	1/1/26											<p>Does the district have regular office hours exceeding 20 hours per week? <span style="float: right; border: 1px solid black; padding: 2px;"><b>Yes</b></span></p> <p><b>If Yes, enter</b></p> <p>Address of office: 12 South Bench Rd</p> <p>City, State, Zip: Pinedale, WY, 82941</p> <p>Phone Number: 307-367-4728</p> <p>Hours Open: 7-5 T-F</p> <div style="border: 1px solid black; height: 30px; margin-top: 10px;"></div>
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Pete Guernsey	1/1/26																							

Where are the minutes of your board meeting available for public review?

How and where are the notices of meeting posted for the public?

Where are the public meetings held?

## FINAL BUDGET SUMMARY

OVERVIEW		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
S-1	<b>Total Budgeted Expenditures</b>	\$2,427,993	\$2,308,945	\$3,012,139	\$3,138,139
S-2	<b>Total Principal to Pay on Debt</b>	\$0	\$0	\$0	\$0
S-3	<b>Total Change to Restricted Funds</b>	\$0	\$0	\$0	\$0
S-4	<b>Total General Fund and Forecasted Revenues Available</b>	\$7,762,059	\$8,508,673	\$8,995,018	\$9,619,370
S-5	<i>Amount requested from County Commissioners</i>	\$550,843	\$975,218	\$984,796	\$1,102,944
S-6	<b>Additional Funding Needed :</b>			<b>\$0</b>	<b>\$0</b>
	<b>Projected Surplus:</b>			<b>\$5,982,879</b>	<b>\$6,481,231</b>

REVENUE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
S-7	<b>Operating Revenues</b>	\$55,000	\$40,000	\$50,000	\$50,000
S-8	<b>Tax levy (From the County Treasurer)</b>	\$550,843	\$975,218	\$984,796	\$1,102,944
S-9	<b>Government Support</b>	\$931,989	\$1,153,374	\$852,785	\$852,785
S-10	<b>Grants</b>	\$482,043	\$577,729	\$1,093,860	\$1,093,860
S-11	<b>Other County Support (Not from Co. Treas.)</b>	\$0	\$0	\$0	\$0
S-12	<b>Miscellaneous</b>	\$0	\$20,168	\$100,000	\$100,000
S-13	<b>Other Forecasted Revenue</b>	\$0	\$0	\$0	\$0

S-14	<b>Total Revenue</b>	\$2,019,875	\$2,766,489	\$3,081,441	\$3,199,589
FY 7/1/23-6/30/24 <span style="float: right;">Sublette County Weed and Pest District</span>					

EXPENDITURE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
S-15	<b>Capital Outlay</b>	\$59,295	\$100,000	\$100,000	\$100,000
S-16	<b>Interest and Fees On Debt</b>	\$0	\$0	\$0	\$0
S-17	<b>Administration</b>	\$364,158	\$418,054	\$434,739	\$540,739
S-18	<b>Operations</b>	\$1,735,334	\$1,392,000	\$2,029,000	\$2,049,000
S-19	<b>Indirect Costs</b>	\$269,206	\$398,891	\$448,400	\$448,400
S-20R	<b>Expenditures paid by Reserves</b>	\$0	\$0	\$0	\$0
S-20	<b>Total Expenditures</b>	\$2,427,993	\$2,308,945	\$3,012,139	\$3,138,139

DEBT SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final 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	Final Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$5,742,184	\$5,742,184	\$5,913,577	\$6,419,781

**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	\$0	\$0	\$0	\$0
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total Reserves (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</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	\$0	\$0	\$0
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total to be added (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
S-31	<b>Subtotal</b>	\$0	\$0	\$0	\$0
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>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

*End of Summary*

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

Date adopted by Special District 5/25/2023

**DISTRICT ADDRESS:** 12 South Bench  
Pinedale, WY 82941

**PREPARED BY:** Julie Kraft

**DISTRICT PHONE:** 307-367-4728

*Prepared in compliance with the Uniform Municipal Fiscal Procedures Act (W.S. 16-12-401 et seq.) as it applies.*

5/4/22 *Form approved by Wyoming Department of Audit, Public Funds Division*

# Final Budget

Sublette County Weed and Pest District

FYE 6/30/2024

**NAME OF DISTRICT/BOARD**

<b>PROPERTY TAXES AND ASSESSMENTS</b>
---------------------------------------

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
<b>R-1 Property Taxes and Assessments Received</b>					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$550,843	\$975,218	\$984,796	\$1,102,944
R-1.2 Other County Support (see note on the right)	4005				

<b>FORECASTED REVENUE</b>
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	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
<b>R-2 Revenues from Other Governments</b>					
R-2.1 State Aid	4211	\$790,989	\$628,374	\$470,370	\$470,370
R-2.2 Additional County Aid (non-treasurer)	4237				
R-2.3 City (or Town) Aid	4237				
R-2.4 Other (Specify)	4237	\$141,000	\$525,000	\$382,415	\$382,415
R-2.5 <b>Total Government Support</b>		\$931,989	\$1,153,374	\$852,785	\$852,785
<b>R-3 Operating Revenues</b>					
R-3.1 Customer Charges	4300				
R-3.2 Sales of Goods or Services	4300	\$55,000	\$40,000	\$50,000	\$50,000
R-3.3 Other Assessments	4503				
R-3.4 <b>Total Operating Revenues</b>		\$55,000	\$40,000	\$50,000	\$50,000
<b>R-4 Grants</b>					
R-4.1 Direct Federal Grants	4201	\$482,043	\$532,280	\$812,733	\$812,733
R-4.2 Federal Grants thru State Agencies	4201		\$45,449	\$281,127	\$281,127
R-4.3 Grants from State Agencies	4211				
R-4.4 <b>Total Grants</b>		\$482,043	\$577,729	\$1,093,860	\$1,093,860
<b>R-5 Miscellaneous Revenue</b>					
R-5.1 Interest	4501		\$16,668	\$100,000	\$100,000
R-5.2 Other: Specify <u>restitution</u>	4500		\$3,500		
R-5.3 Other: Additional _____					
R-5.4 <b>Total Miscellaneous</b>		\$0	\$20,168	\$100,000	\$100,000
R-5.5 <b>Total Forecasted Revenue</b>		\$1,469,032	\$1,791,271	\$2,096,645	\$2,096,645
<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

# Final Budget

Sublette County Weed and Pest 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	Final Approval
<b>E-1 Capital Outlay</b>					
E-1.1 Real Property	6201	\$59,295	\$100,000	\$100,000	\$100,000
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 <b>TOTAL CAPITAL OUTLAY</b>		\$59,295	\$100,000	\$100,000	\$100,000

## ADMINISTRATION BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
<b>E-2 Personnel Services</b>					
E-2.1 Administrator	7002	\$74,616	\$79,093	\$84,629	\$84,629
E-2.2 Secretary	7003	\$58,459	\$64,978	\$63,107	\$69,107
E-2.3 Clerical	7004				
E-2.4 Other (Specify)					
E-2.5 Assistant Supervisor	7005	\$64,356	\$68,217	\$72,993	\$72,993
E-2.6 Data Progm Manager	7005	\$55,550	\$58,883	\$63,005	\$63,005
E-2.7 see additional details		\$55,550	\$58,883	\$63,005	\$163,005
<b>E-3 Board Expenses</b>					
E-3.1 Travel	7011	\$2,992	\$19,000	\$19,000	\$19,000
E-3.2 Mileage	7012				
E-3.3 Other (Specify)					
E-3.4 _____	7013				
E-3.5 _____	7013				
E-3.6 _____					
<b>E-4 Contractual Services</b>					
E-4.1 Legal	7021				
E-4.2 Accounting/Auditing	7022	\$12,130	\$16,000	\$16,000	\$16,000
E-4.3 Other (Specify)					
E-4.4 _____	7023				
E-4.5 _____	7023				
E-4.6 _____					
<b>E-5 Other Administrative Expenses</b>					
E-5.1 Office Supplies	7031	\$12,100	\$14,000	\$14,000	\$14,000
E-5.2 Office equipment, rent & repair	7032				
E-5.3 Education	7033	\$24,578	\$35,000	\$35,000	\$35,000
E-5.4 Registrations	7034	\$3,827	\$4,000	\$4,000	\$4,000
E-5.5 Other (Specify)					
E-5.6 _____	7035				
E-5.7 _____	7035				
E-5.8 _____					
<b>E-6 TOTAL ADMINISTRATION</b>		\$364,158	\$418,054	\$434,739	\$540,739

# Final Budget

Sublette County Weed and Pest District

FYE 6/30/2024

<b>OPERATIONS BUDGET</b>
--------------------------

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
<b>E-7 Personnel Services</b>					
E-7.1	Wages--Operations	7202	\$132,266	\$320,000	\$320,000
E-7.2	Service Contracts	7203			
E-7.3	Other (Specify)				
E-7.4	_____	7204			
E-7.5	_____	7204			
E-7.6	_____				
<b>E-8 Travel</b>					
E-8.1	Mileage	7211	\$5,003	\$20,000	\$20,000
E-8.2	Other (Specify)				
E-8.3	_____	7212			
E-8.4	_____	7212			
E-8.5	_____				
<b>E-9 Operating supplies (List)</b>					
E-9.1	Repairs and Equipment	7220	\$13,665	\$25,000	\$30,000
E-9.2	GIS Mapping	7220	\$700	\$3,000	\$20,000
E-9.3	_____	7220			
E-9.4	_____	7220			
E-9.5	_____				
<b>E-10 Program Services (List)</b>					
E-10.1	Biocontrol	7230	\$36,575	\$45,000	\$45,000
E-10.2	Chemical	7230	\$66,104	\$65,000	\$100,000
E-10.3	Cost Share Program	7230	\$1,295	\$25,000	\$25,000
E-10.4	Special Projects	7230	\$3,400	\$58,000	\$58,000
E-10.5	_____				
<b>E-11 Contractual Arrangements (List)</b>					
E-11.1	Cheatgrass project	7400	\$1,445,842	\$750,000	\$1,300,000
E-11.2	Horseback Sprayer	7400		\$50,000	\$50,000
E-11.3	_____	7400			
E-11.4	_____	7400			
E-11.5	_____				
<b>E-12 Other operations (Specify)</b>					
E-12.1	Postage	7450	\$606	\$1,000	\$1,000
E-12.2	Utilites	7450	\$19,285	\$30,000	\$30,000
E-12.3	Fuel	7450	\$10,593	\$50,000	\$50,000
E-12.4	_____	7450			
E-12.5	_____				
<b>E-13 TOTAL OPERATIONS</b>			\$1,735,334	\$1,392,000	\$2,029,000
				\$2,049,000	

# Final Budget

Sublette County Weed and Pest District

FYE 6/30/2024

## INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
<b>E-14 Insurance</b>					
E-14.1 Liability	7502		\$2,741	\$4,000	\$4,000
E-14.2 Buildings and vehicles	7503		\$14,000	\$15,500	\$15,500
E-14.3 Equipment	7504				
E-14.4 Other (Specify)					
E-14.5 bond	7505	\$250	\$300	\$300	\$300
E-14.6	7505				
E-14.7					
<b>E-15 Indirect payroll costs:</b>					
E-15.1 FICA (Social Security) taxes	7511	\$38,327	\$55,000	\$60,000	\$60,000
E-15.2 Workers Compensation	7512	\$8,755	\$15,000	\$15,000	\$15,000
E-15.3 Unemployment Taxes	7513	\$596	\$5,000	\$5,000	\$5,000
E-15.4 Retirement	7514	\$55,945	\$62,000	\$66,000	\$66,000
E-15.5 Health Insurance	7515	\$62,041	\$115,000	\$150,000	\$150,000
E-15.6 Other (Specify)					
E-15.7 Health Reserve account	7516	\$5,811	\$25,600	\$25,600	\$25,600
E-15.8 Sales Tax	7516	\$1,481	\$3,000	\$3,000	\$3,000
E-15.9 see additional details		\$96,000	\$101,250	\$104,000	\$104,000
<b>E-17 TOTAL INDIRECT COSTS</b>		<b>\$269,206</b>	<b>\$398,891</b>	<b>\$448,400</b>	<b>\$448,400</b>

## DEBT SERVICE BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final 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>

# Final Budget

Sublette County Weed and Pest District  
**NAME OF DISTRICT/BOARD**

FYE 6/30/2024

## GENERAL FUNDS

	DOA Chart of Accounts	End of Year	Beginning	Beginning	Final 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	\$241,413	\$241,413	\$82,047	\$88,898
C-1.2 Savings and Investments	1040	\$5,500,771	\$5,500,771	\$5,831,530	\$6,330,883
C-1.3 General Fund CD Balance	1050		\$0		
C-1.4 All Other Funds	1020		\$0		
C-1.5 Reserves (From Below)		\$0	\$0	\$0	\$0
<b>C-1.6 Total Estimated Cash and Investments on Hand</b>		<b>\$5,742,184</b>	<b>\$5,742,184</b>	<b>\$5,913,577</b>	<b>\$6,419,781</b>
<b>C-2 General Fund Reductions:</b>					
C-2.1 a. Unpaid bills at FYE	2010				
C-2.2 b. Reserves		\$0	\$0	\$0	\$0
C-2.3 <b>Total Deductions (a+b)</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>C-2.4 Estimated Non-Restricted Funds Available</b>		<b>\$5,742,184</b>	<b>\$5,742,184</b>	<b>\$5,913,577</b>	<b>\$6,419,781</b>

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

	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final 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 <b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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 <b>TOTAL CAPITAL OUTLAY (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-3.12 Balance to be retained	\$0	\$0	\$0	\$0

	1090
<b>RESERVES</b>	

	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final Approval
<b>C-4</b>				
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 <b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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 <b>TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
C-4.12 Balance to be retained	\$0	\$0	\$0	\$0

	1060
<b>BOND FUNDS</b>	

	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Final 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 <b>SUB-TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
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
<b>C-5.9 TOTAL TO BE SPENT</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>