

Proposed Budget

Platte County Weed and Pest District (PWP)	
Budget Hearing Information	
PO Box 775	Location: Platte County Weed and Pest
Wheatland, WY 82201	Date: 05/11/2021
307-322-3210	Time: 6:30 PM
Platte County	Budget Prepared by: Patrick Bookout & Glendowyn Laffitte

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

The Platte County Weed and Pest is submitting the 2021/2022 proposed budget. At this time all numbers are calculated using actual figures from July 1, 2020 through February 28th, 2021 with estimates from March 1st through June 30th of 2021.

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. In case of unforeseen circumstances (economy, large pest infestations, etc) the Platte County Weed and Pest District tries to maintain a cash balance that will cover 1 year of operating expenses.

As indicated in sections R4.3 and E11.2, we are anticipating another grasshopper infestation and therefore have added the revenues and expenditures to this years budget.

One ATV, 1 trailer and 1/2 of another trailer will be purchased through the Regular Weed and Pest 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 encourage noxious weed and pest control by the landowners themselves.

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

The Credit Card Machine Expense was moved from E4.5 to E5.2. This allowed us to add a line for our IT and Drug Screening services on E4.5. We also removed line E1.7 as our new insurance company will cover the ATVs and UTV's.

S-B RESERVE DESCRIPTION

The PCWP holds emergency reserve funds for unexpted weed or pest outbreaks that exceed the normal yearly costs. Our expected reserve amount at the end of FYE 2021 is \$30,912.00.

S-C

Names of Board Members	Date of End of Term	Does the district have regular office hours exceeding 20 hours per week?
John Watson	1/31/23	<input checked="" type="checkbox"/> Yes
Roxie Harris	1/31/25	<p>If Yes, enter</p> <p>Address of office: 506 Schroeder Dr</p> <p>City, State, Zip: Wheatland, WY 82201</p> <p>Phone Number: 307-322-3210</p> <p>Hours Open: 8 am to 4 pm Sept-April, 8 am to 5 pm May-August</p> <div style="border: 1px solid black; height: 30px; width: 100%; margin-top: 10px;"></div>
Bill Criss	1/31/23	
Josh Graves	1/31/25	
Amy Miller	1/31/23	
Ron Lockhart	1/31/25	
Eric Heatherly	1/31/23	

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

PROPOSED BUDGET SUMMARY

OVERVIEW		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$926,080	\$1,355,940	\$906,010	\$907,360
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$951	-\$38,681	\$48	\$48
S-4	Total General Fund and Forecasted Revenues Available	\$946,286	\$1,569,175	\$1,001,098	\$1,001,098
S-5	<i>Amount requested from County Commissioners</i>	\$252,030	\$253,713	\$220,000	\$220,000
S-6	Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-7	Operating Revenues	\$389,461	\$832,111	\$523,000	\$523,000
S-8	Tax levy (From the County Treasurer)	\$252,030	\$253,713	\$220,000	\$220,000
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$48,365	\$226,814	\$35,000	\$35,000
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$10,902	\$11,009	\$9,500	\$9,500
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0

S-14	Total Revenue	\$700,758	\$1,323,647	\$787,500	\$787,500
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FY 7/1/21-6/30/22 Platte County Weed and Pest District (PWP)

EXPENDITURE SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-15	Capital Outlay	\$42,691	\$47,412	\$20,200	\$20,200
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$68,674	\$72,680	\$83,375	\$83,375
S-18	Operations	\$781,813	\$1,162,206	\$761,100	\$762,450
S-19	Indirect Costs	\$32,902	\$34,879	\$41,335	\$41,335
S-20R	Expenditures paid by Reserves	\$0	\$38,763	\$0	\$0
S-20	Total Expenditures	\$926,080	\$1,355,940	\$906,010	\$907,360

DEBT SUMMARY		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$245,528	\$245,528	\$213,598	\$213,598
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	\$68,594	\$69,545	\$30,864	\$30,864
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$68,594	\$69,545	\$30,864	\$30,864
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$951	\$82	\$48	\$48
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$951	\$82	\$48	\$48
S-31	Subtotal	\$69,545	\$69,627	\$30,912	\$30,912
S-32	Less Total to be spent	\$0	\$38,763	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$69,545	\$30,864	\$30,912	\$30,912

End of Summary

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

Date adopted by Special District _____

DISTRICT ADDRESS: PO Box 775
Wheatland, WY 82201

PREPARED BY: Patrick Bookout & Glendwyn Laf

DISTRICT PHONE: 307-322-3210

Proposed Budget

Platte County Weed and Pest District (PWP)

FYE 06/30/2022

NAME OF DISTRICT/BOARD

PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
R-1 Property Taxes and Assessments Received					
R-1.1 Tax Levy (From the County Treasurer)	4001	\$252,030	\$253,713	\$220,000	\$220,000
R-1.2 Other County Support (see note on the right)	4005				

FORECASTED REVENUE

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
R-2 Revenues from Other Governments					
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 Total Government Support		\$0	\$0	\$0	\$0
R-3 Operating Revenues					
R-3.1 Customer Charges	4300	\$224,175	\$550,077	\$243,000	\$243,000
R-3.2 Sales of Goods or Services	4300	\$159,041	\$277,034	\$275,000	\$275,000
R-3.3 Other Assessments	4503	\$6,245	\$5,000	\$5,000	\$5,000
R-3.4 Total Operating Revenues		\$389,461	\$832,111	\$523,000	\$523,000
R-4 Grants					
R-4.1 Direct Federal Grants	4201	\$13,365	\$36,014		
R-4.2 Federal Grants thru State Agencies	4201				
R-4.3 Grants from State Agencies	4211	\$35,000	\$190,800	\$35,000	\$35,000
R-4.4 Total Grants		\$48,365	\$226,814	\$35,000	\$35,000
R-5 Miscellaneous Revenue					
R-5.1 Interest	4501	\$4,422	\$3,511	\$2,000	\$2,000
R-5.2 Other: Specify <u>Sale of Capital Outlay</u>	4500	\$3,500	\$5,000	\$5,000	\$5,000
R-5.3 Other: See Additional		\$2,980	\$2,498	\$2,500	\$2,500
R-5.4 Total Miscellaneous		\$10,902	\$11,009	\$9,500	\$9,500
R-5.5 Total Forecasted Revenue		\$448,728	\$1,069,934	\$567,500	\$567,500
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 _____	4500				
R-6.4 _____	4500				
R-6.5 _____					
R-6.6 Total Other Forecasted Revenue (a+b)		\$0	\$0	\$0	\$0

Proposed Budget

Platte County Weed and Pest District (PWP)

FYE 06/30/2022

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

		DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
E-1	Capital Outlay					
E-1.1	Real Property	6201				
E-1.2	Vehicles	6210	\$31,559	\$36,190	\$11,600	\$11,600
E-1.3	Office Equipment	6211	\$1,130	\$3,558	\$1,000	\$1,000
E-1.4	Other (Specify)					
E-1.5	Spray/Other Equipment	6200	\$9,558	\$7,664	\$1,100	\$1,100
E-1.6	Building/Land Improvements	6200	\$444		\$6,500	\$6,500
E-1.7						
E-1.8	TOTAL CAPITAL OUTLAY		\$42,691	\$47,412	\$20,200	\$20,200

ADMINISTRATION BUDGET

		DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
E-2	Personnel Services					
E-2.1	Administrator	7002	\$53,299	\$26,346	\$27,200	\$27,200
E-2.2	Secretary	7003		\$23,390	\$24,000	\$24,000
E-2.3	Clerical	7004		\$3,874	\$4,000	\$4,000
E-2.4	Other (Specify)					
E-2.5	Administrative Retirement Compensation Fund	7005			\$5,000	\$5,000
E-2.6		7005				
E-2.7						
E-3	Board Expenses					
E-3.1	Travel	7011	\$3		\$250	\$250
E-3.2	Mileage	7012	\$1,365	\$1,319	\$1,300	\$1,300
E-3.3	Other (Specify)					
E-3.4	Board Expenses	7013	\$754	\$889	\$1,000	\$1,000
E-3.5	Surety Bond	7013	\$107	\$107	\$125	\$125
E-3.6						
E-4	Contractual Services					
E-4.1	Legal	7021	\$1,019	\$1,616	\$1,700	\$1,700
E-4.2	Accounting/Auditing	7022	\$5,661	\$5,722	\$5,500	\$5,500
E-4.3	Other (Specify)					
E-4.4	Council Dues/Permits	7023	\$1,412	\$2,200	\$2,500	\$2,500
E-4.5	IT & Drug Screens	7023	\$1,584	\$1,625	\$2,550	\$2,550
E-4.6						
E-5	Other Administrative Expenses					
E-5.1	Office Supplies	7031	\$1,360	\$1,829	\$2,000	\$2,000
E-5.2	Office equipment, rent & repair	7032	\$462	\$2,046	\$2,200	\$2,200
E-5.3	Education	7033	\$185	\$424	\$1,000	\$1,000
E-5.4	Registrations	7034	\$340		\$600	\$600
E-5.5	Other (Specify)					
E-5.6	Books/Periodicals/Signs	7035	\$165	\$193	\$500	\$500
E-5.7	Freight/Postage	7035	\$358	\$150	\$500	\$500
E-5.8	see additional details		\$600	\$950	\$1,450	\$1,450
E-6	TOTAL ADMINISTRATION		\$68,674	\$72,680	\$83,375	\$83,375

Proposed Budget

Platte County Weed and Pest District (PWP)

FYE 06/30/2022

OPERATIONS BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
E-7	Personnel Services				
E-7.1	Wages--Operations	7202 \$79,574	\$76,560	\$80,000	\$80,000
E-7.2	Service Contracts	7203			
E-7.3	Other (Specify)				
E-7.4	Operations Retirement Compensation Fund	7204		\$2,000	\$2,000
E-7.5		7204			
E-7.6					
E-8	Travel				
E-8.1	Mileage	7211			
E-8.2	Other (Specify)				
E-8.3	Employee Travel	7212 \$862	\$850	\$1,000	\$1,000
E-8.4		7212			
E-8.5					
E-9	Operating supplies (List)				
E-9.1	Gas & Oil	7220 \$7,467	\$5,625	\$8,000	\$8,000
E-9.2	Safety/Medical Supplies	7220 \$417	\$878	\$1,000	\$1,000
E-9.3	Equipment/Other Repairs	7220 \$8,982	\$6,099	\$8,000	\$8,000
E-9.4	Small Tools/Expendable items	7220 \$1,686	\$1,880	\$2,000	\$2,000
E-9.5	see additional details	\$452	\$542	\$600	\$1,950
E-10	Program Services (List)				
E-10.1	Chemical Expenses	7230 \$542,685	\$598,503	\$383,500	\$383,500
E-10.2	Cost-Share	7230 \$20,232	\$20,439	\$25,000	\$25,000
E-10.3	GH Cost-Share	7230 \$6,126	\$7,113	\$7,500	\$7,500
E-10.4	Soil Amendment Cost-Share	7230 \$4,481	\$8,287	\$10,000	\$10,000
E-10.5	see additional details	\$453	\$585	\$600	\$600
E-11	Contractual Arrangements (List)				
E-11.1	Reimbursement of Damages	7400 \$27,706	\$21,191	\$28,500	\$28,500
E-11.2	GH Plane & Application	7400 \$47,448	\$257,210	\$194,000	\$194,000
E-11.3	GF Cheatgrass Application	7400 \$24,417	\$148,700		
E-11.4	Special Project Expenses	7400 \$533	\$494		
E-11.5					
E-12	Other operations (Specify)				
E-12.1	Telephone/Internet	7450 \$1,216	\$1,229	\$1,300	\$1,300
E-12.2	Utilities	7450 \$3,703	\$3,719	\$4,600	\$4,600
E-12.3	Sprayer/Sprayer Parts	7450 \$543	\$1,330	\$2,000	\$2,000
E-12.4	Certified Weed-free Hay Expense	7450 \$1,674			
E-12.5	see additional details	\$1,156	\$972	\$1,500	\$1,500
E-13	TOTAL OPERATIONS	\$781,813	\$1,162,206	\$761,100	\$762,450

Proposed Budget

Platte County Weed and Pest District (PWP)

FYE 06/30/2022

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 Proposed	Pending Approval
E-14	Insurance				
E-14.1	Liability	\$1,247	\$1,247	\$1,250	\$1,250
E-14.2	Buildings and vehicles	\$2,216	\$2,500	\$2,875	\$2,875
E-14.3	Equipment				
E-14.4	Other (Specify)				
E-14.5	Vehicle Title/License	\$32	\$40	\$45	\$45
E-14.6					
E-14.7					
E-15	Indirect payroll costs:				
E-15.1	FICA (Social Security) taxes	\$10,153	\$10,054	\$11,000	\$11,000
E-15.2	Workers Compensation	\$4,967	\$4,940	\$5,000	\$5,000
E-15.3	Unemployment Taxes	\$2,857	\$2,686	\$3,000	\$3,000
E-15.4	Retirement	\$9,203	\$11,312	\$12,500	\$12,500
E-15.5	Health Insurance				
E-15.6	Other (Specify)				
E-15.7	QSEHRA	\$1,822	\$1,560	\$5,125	\$5,125
E-15.8	1/2 Phone Reimbursement	\$405	\$540	\$540	\$540
E-15.9					
E-17	TOTAL INDIRECT COSTS	\$32,902	\$34,879	\$41,335	\$41,335

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2019-2020 Actual	2020-2021 Estimated	2021-2022 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 (PWP)
NAME OF DISTRICT/BOARD

FYE 06/30/2022

GENERAL FUNDS

		End of Year	Beginning	Beginning		
		2019-2020	2020-2021	2021-2022	Pending	
		Actual	Estimated	Proposed	Approval	
C-1	Balances at Beginning of Fiscal Year	DOA Chart of Accounts				
C-1.1	General Fund Checking	1010	\$82,981	\$82,981	\$50,688	\$50,688
C-1.2	Savings and Investments	1040	\$3,910	\$3,910	\$3,910	\$3,910
C-1.3	General Fund CD Balance	1050	\$158,637	\$158,637	\$159,000	\$159,000
C-1.4	All Other Funds	1020		\$0		
C-1.5	Reserves (From Below)		\$69,545	\$69,545	\$30,912	\$30,912
C-1.6	Total Estimated Cash and Investments on Hand		\$315,073	\$315,073	\$244,510	\$244,510

C-2	General Fund Reductions:	2010			
C-2.1	a. Unpaid bills at FYE				
C-2.2	b. Reserves		\$69,545	\$30,864	\$30,912
C-2.3	Total Deductions (a+b)		\$69,545	\$30,864	\$30,912
C-2.4	Estimated Non-Restricted Funds Available		\$245,528	\$284,209	\$213,598

DOA Chart of Accounts
1070

SINKING & DEBT SERVICE FUNDS

C-3		2019-2020	2020-2021	2021-2022	Pending
		Actual	Estimated	Proposed	Approval
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

RESERVES	1090
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C-4		2019-2020	2020-2021	2021-2022	Pending
		Actual	Estimated	Proposed	Approval
C-4.1	Beginning Balance in Reserve Account (end of previous year)	\$68,594	\$69,545	\$30,864	\$30,864
C-4.2	Date of Reserve Approval in Minutes: _____				
C-4.3	Amount to be added to the reserve	\$951	\$82	\$48	\$48
C-4.4	Date of Reserve Approval in Minutes: <i>Interest Accrued</i>				
C-4.5	SUB-TOTAL	\$69,545	\$69,627	\$30,912	\$30,912
C-4.6	Identify the amount and project to be spent				
C-4.7	a. Grasshopper CD		\$38,763		
C-4.8	b. _____				
C-4.9	c. _____				
C-4.10	Date of Reserve Approval in Minutes: <i>08/11/2020</i>				
C-4.11	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$38,763	\$0	\$0
C-4.12	Balance to be retained	\$69,545	\$30,864	\$30,912	\$30,912

BOND FUNDS	1060
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C-5		2019-2020	2020-2021	2021-2022	Pending
		Actual	Estimated	Proposed	Approval
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	\$38,763	\$0	\$0