

## Proposed Budget

Platte County Lodging Tax Joint Powers Board	
Budget Hearing Information	
65 16th Street	Location: Platte County Chamber of Commerce
Wheatland, WY 82201	Date: 7/21/2020
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)
<p>Budgeted revenues include the decrease from this year due to COVID-19 with anticipation of continued decrease in lodging tax collections over the next couple of months. Budgeting for a decrease in Media buys with granting remaining the same with the hopes of events coming back on line. Nothing new and/or different planned.</p>		

S-B	RESERVE DESCRIPTION
<p>A Reserve Account was opened in the form of a 18 month CD in the amount of \$100,000.00</p>	

S-C

Names of Board Members	Date of End of Term
Jeannie Mitchell	12/31/20
Karen Guidice	12/31/20
Craig Frederick	12/31/21
Suzanne Cozad-Knickbocker	12/31/22
Judy Mills	12/31/20

Does the district have regular office hours exceeding 20 hours per week?	Yes
<b>If Yes, enter</b>	
Address of office:	Platte County Chamber of Commerce-65 16th Street
City, State, Zip:	Wheatland, WY 82201
Phone Number:	307-322-2322
Hours Open:	7 days a week - 9 - 5

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

How and where are the notices of meeting posted for the public?  
 Chamber weekly newsletter and in The Merchant

Where are the public meetings held?  
 Platte County Chamber of Commerce

## PROPOSED BUDGET SUMMARY

OVERVIEW		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-1	<b>Total Budgeted Expenditures</b>	\$154,347	\$166,501	\$157,073	\$157,073
S-2	<b>Total Principal to Pay on Debt</b>	\$0	\$0	\$0	\$0
S-3	<b>Total Change to Restricted Funds</b>	\$0	\$100,000	\$0	\$0
S-4	<b>Total General Fund and Forecasted Revenues Available</b>	\$340,593	\$371,475	\$310,562	\$310,562
S-5	<i>Amount requested from County Commissioners</i>	\$152,433	\$183,315	\$180,500	\$180,500
S-6	<b>Additional Funding Needed :</b>			<b>\$0</b>	<b>\$0</b>

REVENUE SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-7	<b>Operating Revenues</b>	\$0	\$0	\$0	\$0
S-8	<b>Tax levy (From the County Treasurer)</b>	\$152,433	\$183,315	\$180,500	\$180,500
S-9	<b>Government Support</b>	\$0	\$0	\$0	\$0
S-10	<b>Grants</b>	\$0	\$0	\$0	\$0
S-11	<b>Other County Support (Not from Co. Treas.)</b>	\$0	\$0	\$0	\$0
S-12	<b>Miscellaneous</b>	\$0	\$0	\$1,520	\$1,520
S-13	<b>Other Forecasted Revenue</b>	\$0	\$0	\$0	\$0
S-14	<b>Total Revenue</b>	\$152,433	\$183,315	\$182,020	\$182,020

FY 7/1/20-6/30/21 Platte County Lodging Tax Joint Powers Board

EXPENDITURE SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-15	<b>Capital Outlay</b>	\$0	\$0	\$0	\$0
S-16	<b>Interest and Fees On Debt</b>	\$0	\$0	\$0	\$0
S-17	<b>Administration</b>	\$13,000	\$21,000	\$13,000	\$13,000
S-18	<b>Operations</b>	\$141,347	\$145,501	\$144,073	\$144,073
S-19	<b>Indirect Costs</b>	\$0	\$0	\$0	\$0
S-20R	<b>Expenditures paid by Reserves</b>	\$0	\$0	\$0	\$0
S-20	<b>Total Expenditures</b>	\$154,347	\$166,501	\$157,073	\$157,073

DEBT SUMMARY		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-21	<b>Principal Paid on Debt</b>	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
S-22	<b>TOTAL GENERAL FUNDS</b>	\$188,160	\$188,160	\$128,542	\$128,542

**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	\$100,000	\$100,000
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total Reserves (a+b+c)</b>	\$0	\$0	\$100,000	\$100,000
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	\$100,000	\$0	\$0
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	<b>Total to be added (a+b+c)</b>	\$0	\$100,000	\$0	\$0
S-31	<b>Subtotal</b>	\$0	\$100,000	\$100,000	\$100,000
S-32	<b>Less Total to be spent</b>	\$0	\$0	\$0	\$0
S-33	<b>TOTAL RESERVES AT END OF FISCAL YEAR</b>	\$0	\$100,000	\$100,000	\$100,000

*End of Summary*

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

Date adopted by Special District 6/16/2020

**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

FYE 6/30/2021

**NAME OF DISTRICT/BOARD** \_\_\_\_\_

<b>PROPERTY TAXES AND ASSESSMENTS</b>
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		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
<b>R-1</b>	<b>Property Taxes and Assessments Received</b>				
R-1.1	Tax Levy (From the County Treasurer)	\$152,433	\$183,315	\$180,500	\$180,500
R-1.2	Other County Support				

<b>FORECASTED REVENUE</b>
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		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
<b>R-2</b>	<b>Revenues from Other Governments</b>				
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	<b>Total Government Support</b>	\$0	\$0	\$0	\$0
<b>R-3</b>	<b>Operating Revenues</b>				
R-3.1	Customer Charges				
R-3.2	Sales of Goods or Services				
R-3.3	Other Assessments				
R-3.4	<b>Total Operating Revenues</b>	\$0	\$0	\$0	\$0
<b>R-4</b>	<b>Grants</b>				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies				
R-4.4	<b>Total Grants</b>	\$0	\$0	\$0	\$0
<b>R-5</b>	<b>Miscellaneous Revenue</b>				
R-5.1	Interest			\$1,520	\$1,520
R-5.2	Other: Specify _____				
R-5.3	Other: Additional _____				
R-5.4	<b>Total Miscellaneous</b>	\$0	\$0	\$1,520	\$1,520
R-5.5	<b>Total Forecasted Revenue</b>	\$0	\$0	\$1,520	\$1,520
<b>R-6</b>	<b>Other Forecasted Revenue</b>				
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	<b>Total Other Forecasted Revenue (a+b)</b>	\$0	\$0	\$0	\$0

# Proposed Budget

NAME OF DISTRICT/BOARD

## CAPITAL OUTLAY BUDGET

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
<b>E-1</b>	<b>Capital Outlay</b>				
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	<b>TOTAL CAPITAL OUTLAY</b>	\$0	\$0	\$0	\$0

## ADMINISTRATION BUDGET

		2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
<b>E-2</b>	<b>Personnel Services</b>				
E-2.1	Administrator				
E-2.2	Secretary				
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5	_____				
E-2.6	_____				
E-2.7	_____				
<b>E-3</b>	<b>Board Expenses</b>				
E-3.1	Travel				
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4	_____				
E-3.5	_____				
E-3.6	_____				
<b>E-4</b>	<b>Contractual Services</b>				
E-4.1	Legal				
E-4.2	Accounting/Auditing				
E-4.3	Other (Specify)				
E-4.4	PCCC MOU	\$13,000	\$21,000	\$13,000	\$13,000
E-4.5	_____				
E-4.6	_____				
<b>E-5</b>	<b>Other Administrative Expenses</b>				
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	_____				
<b>E-6</b>	<b>TOTAL ADMINISTRATION</b>	\$13,000	\$21,000	\$13,000	\$13,000

# Proposed Budget

## OPERATIONS BUDGET

			2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
<b>E-7</b>	<b>Personnel Services</b>					
E-7.1	Wages--Operations					
E-7.2	Service Contracts					
E-7.3	Other (Specify)					
E-7.4	_____					
E-7.5	_____					
E-7.6						
<b>E-8</b>	<b>Travel</b>					
E-8.1	Mileage					
E-8.2	Other (Specify)					
E-8.3	_____					
E-8.4	_____					
E-8.5						
<b>E-9</b>	<b>Operating supplies (List)</b>					
E-9.1	Printed Materials		\$2,724	\$8,500	\$6,000	\$6,000
E-9.2	General Admin		\$16,480	\$22,964	\$53	\$53
E-9.3	_____					
E-9.4	_____					
E-9.5						
<b>E-10</b>	<b>Program Services (List)</b>					
E-10.1	Event Grants		\$23,900	\$22,600	\$34,600	\$34,600
E-10.2	Visitor Center Grants		\$34,480	\$33,500	\$36,000	\$36,000
E-10.3	Visitor Enhancement Gr		\$0	\$7,500	\$14,000	\$14,000
E-10.4	_____					
E-10.5						
<b>E-11</b>	<b>Contractual Arrangements (List)</b>					
E-11.1	Marketing & Advertising		\$63,763	\$50,437	\$53,420	\$53,420
E-11.2	_____					
E-11.3	_____					
E-11.4	_____					
E-11.5						
<b>E-12</b>	<b>Other operations (Specify)</b>					
E-12.1	_____					
E-12.2	_____					
E-12.3	_____					
E-12.4	_____					
E-12.5						
<b>E-13</b>	<b>TOTAL OPERATIONS</b>		<b>\$141,347</b>	<b>\$145,501</b>	<b>\$144,073</b>	<b>\$144,073</b>

# Proposed Budget

## INDIRECT COSTS BUDGET

			2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
<b>E-14</b>	<b>Insurance</b>					
E-14.1	Liability					
E-14.2	Buildings and vehicles					
E-14.3	Equipment					
E-14.4	Other (Specify)					
E-14.5	_____					
E-14.6	_____					
E-14.7						
<b>E-15</b>	<b>Indirect payroll costs:</b>					
E-15.1	FICA (Social Security) taxes					
E-15.2	Workers Compensation					
E-15.3	Unemployment Taxes					
E-15.4	Retirement					
E-15.5	Health Insurance					
E-15.6	Other (Specify)					
E-15.7	_____					
E-15.8	_____					
E-15.9						
<b>E-17</b>	<b>TOTAL INDIRECT COSTS</b>		\$0	\$0	\$0	\$0

## DEBT SERVICE BUDGET

			2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
<b>D-1</b>	<b>Debt Service</b>					
D-1.1	Principal					
D-1.2	Interest					
D-1.3	Fees					
<b>D-2</b>	<b>TOTAL DEBT SERVICE</b>		\$0	\$0	\$0	\$0

# Proposed Budget

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

FYE 6/30/2021 \_\_\_\_\_

## GENERAL FUNDS

	End of Year	Beginning	Beginning	Pending Approval
	2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	
<b>C-1 Balances at Beginning of Fiscal Year</b>				
C-1.1 General Fund Checking Account Balance	\$188,160	\$188,160	\$128,542	\$128,542
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	\$100,000	\$100,000
C-1.6 <b>Total Estimated Cash and Investments on Hand</b>	\$188,160	\$188,160	\$228,542	\$228,542
<b>C-2 General Fund Reductions:</b>				
C-2.1 a. Unpaid bills at FYE				
C-2.2 b. Reserves	\$0	\$100,000	\$100,000	\$100,000
C-2.3 <b>Total Deductions (a+b)</b>	\$0	\$100,000	\$100,000	\$100,000
C-2.4 <b>Estimated Non-Restricted Funds Available</b>	\$188,160	\$88,160	\$128,542	\$128,542

## SINKING & DEBT SERVICE FUNDS

	2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
<b>C-3</b>				
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 <b>SUB-TOTAL</b>	\$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 <i>Date of Reserve Approval in Minutes:</i> _____				
C-3.11 <b>TOTAL CAPITAL OUTLAY (a+b+c)</b>	\$0	\$0	\$0	\$0
C-3.12 Balance to be retained	\$0	\$0	\$0	\$0

## RESERVES

	2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
<b>C-4</b>				
C-4.1 Beginning Balance in Reserve Account (end of previous year)		\$0	\$100,000	\$100,000
C-4.2 <i>Date of Reserve Approval in Minutes:</i> _____				
C-4.3 Amount to be added to the reserve		\$100,000		
C-4.4 <i>Date of Reserve Approval in Minutes:</i> _____				
C-4.5 <b>SUB-TOTAL</b>	\$0	\$100,000	\$100,000	\$100,000
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 <i>Date of Reserve Approval in Minutes:</i> _____				
C-4.11 <b>TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>	\$0	\$0	\$0	\$0
C-4.12 Balance to be retained	\$0	\$100,000	\$100,000	\$100,000

## BOND FUNDS

	2018-2019 Actual	2019-2020 Estimated	2020-2021 Proposed	Pending Approval
<b>C-5</b>				
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 <b>SUB-TOTAL</b>	\$0	\$0	\$0	\$0
C-5.6 Identify the amount and project to be spent				
C-5.7 <i>Date of Reserve Approval in Minutes:</i> _____				
C-5.8 Balance to be retained	\$0	\$0	\$0	\$0
C-5.9 <b>TOTAL TO BE SPENT</b>	\$0	\$0	\$0	\$0