

Final Budget

Sheridan County Travel & Tourism	
Budget Hearing Information	
1517 E 5th Street, PO Box 7155	Location: Sheridan Information Center
Sheridan, Wyoming 82801	Date: 6/23/2022
(307)673-7120	Time: 11:00am
Sheridan County	Budget Prepared by: Megan Ahrens Parker

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

The mission of the Sheridan County Travel & Tourism (SCTT) Joint Powers Board is to effectively leverage Lodging Tax funds to unify, inspire, and lead the local travel industry in marketing Sheridan County, Wyoming as a year-round, individual, meeting, incentive and group destination to both domestic and international markets, in a manner that is consistent with Sheridan's community values. SCTT follows the budgetary policies and protocol outlined in Wyoming State Statute governing joint powers boards, and the local option lodging tax. SCTT has no formal reserve account, but a checking account from which we are budgeting a one-time project expenditure of \$125,000 for the Burgess Junction Revitalization.

S-B RESERVE DESCRIPTION

SCTT has no formal reserves set up. Our accounts are in checking or WYO-STAR

S-C

Names of Board Members	Date of End of Term
Zane Garstad	6/30/23
Anna Switzer	6/30/22
Luke Sander	6/30/24
Melissa Butcher	6/30/24
Elaine Stevens	6/30/22
Tariq Khan	8/18/23
PJ Triede	8/19/22
Tod Windsor	6/30/24
Hank Welles	8/18/23

Does the district have regular office hours exceeding 20 hours per week?	YES
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If Yes, enter

Address of office:	1517 E 5th Street
City, State, Zip:	Sheridan, Wyoming 82801
Phone Number:	(307) 673-7120
Hours Open:	Monday - Saturday, 8:00am - 5:00pm

Where are the minutes of your board meeting available for public review?
 Sheridan Information Center, 1517 E 5th Street

How and where are the notices of meeting posted for the public?
 Notice provided to Sheridan Press and to any requesting party

Where are the public meetings held?
 Sheridan Information Center, 1517 E 5th Street

FINAL BUDGET SUMMARY

OVERVIEW		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-1	Total Budgeted Expenditures	\$846,681	\$1,066,027	\$1,310,153	\$1,310,153
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$0	\$0	\$0	\$0
S-4	Total General Fund and Forecasted Revenues Available	\$988,428	\$1,141,544	\$1,310,154	\$1,310,154
S-5	Amount requested from County Commissioners	\$0	\$0	\$0	\$0
S-6	Additional Funding Needed :			\$0	\$0

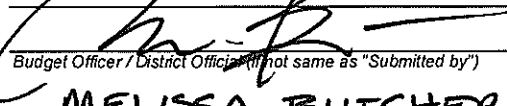
REVENUE SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-7	Operating Revenues	\$0	\$0	\$5,000	\$5,000
S-8	Tax levy (From the County Treasurer)	\$0	\$0	\$0	\$0
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$301,107	\$208,786	\$100,000	\$100,000
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$687,321	\$932,758	\$1,080,154	\$1,080,154
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0
S-14	Total Revenue	\$988,428	\$1,141,544	\$1,185,154	\$1,185,154

EXPENDITURE SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-15	Capital Outlay	\$0	\$0	\$0	\$0
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$245,905	\$255,831	\$268,035	\$268,035
S-18	Operations	\$532,208	\$726,581	\$940,237	\$940,237
S-19	Indirect Costs	\$68,568	\$83,615	\$101,881	\$101,881
S-20R	Expenditures paid by Reserves	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$846,681	\$1,066,027	\$1,310,153	\$1,310,153

DEBT SUMMARY		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
S-22	TOTAL GENERAL FUNDS	\$0	\$0	\$125,000	\$125,000
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	\$0	\$0	\$0	\$0
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$0	\$0	\$0	\$0
S-27	Amount to be added				
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
	Total to be added (a+b+c)	\$0	\$0	\$0	\$0
S-31	Subtotal	\$0	\$0	\$0	\$0
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$0	\$0	\$0	\$0

End of Summary


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

Date adopted by Special District 6-23-22

DISTRICT ADDRESS: 1517 E 5th Street, PO Box 7155
 Sheridan, Wyoming 82801

PREPARED BY: Megan Ahrens Parker

DISTRICT PHONE: (307)673-7120

Final Budget

Sheridan County Travel & Tourism
 NAME OF DISTRICT/BOARD

FYE 6/30/2023

PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
R-1 Property Taxes and Assessments Received					
R-1.1 Tax Levy (From the County Treasurer)	4001				
R-1.2 Other County Support (see note on the right)	4005				

FORECASTED REVENUE

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final 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				
R-3.2 Sales of Goods or Services	4300			\$5,000	\$5,000
R-3.3 Other Assessments	4503				
R-3.4 Total Operating Revenues		\$0	\$0	\$5,000	\$5,000
R-4 Grants					
R-4.1 Direct Federal Grants	4201				
R-4.2 Federal Grants thru State Agencies	4201				
R-4.3 Grants from State Agencies	4211	\$301,107	\$208,786	\$100,000	\$100,000
R-4.4 Total Grants		\$301,107	\$208,786	\$100,000	\$100,000
R-5 Miscellaneous Revenue					
R-5.1 Interest	4501				
R-5.2 Other: Specify Reimbursements & Spon	4500	\$0	\$14,750	\$15,000	\$15,000
R-5.3 Other: See Additior See Additional Details		\$687,321	\$918,008	\$1,065,154	\$1,065,154
R-5.4 Total Miscellaneous		\$687,321	\$932,758	\$1,080,154	\$1,080,154
R-5.5 Total Forecasted Revenue		\$988,428	\$1,141,544	\$1,185,154	\$1,185,154
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

Final Budget

Sheridan County Travel & Tourism

FYE 6/30/2023

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
E-1 Capital Outlay					
E-1.1 Real Property	6201				
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 TOTAL CAPITAL OUTLAY		\$0	\$0	\$0	\$0

ADMINISTRATION BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
E-2 Personnel Services					
E-2.1 Administrator	7002				
E-2.2 Secretary	7003				
E-2.3 Clerical	7004				
E-2.4 Other (Specify)					
E-2.5 <u>Executive Director</u>	7005	\$106,224	\$101,046	\$104,835	\$104,835
E-2.6 _____	7005				
E-2.7 _____					
E-3 Board Expenses					
E-3.1 Travel	7011				
E-3.2 Mileage	7012				
E-3.3 Other (Specify)					
E-3.4 _____	7013				
E-3.5 _____	7013				
E-3.6 _____					
E-4 Contractual Services					
E-4.1 Legal	7021				
E-4.2 Accounting/Auditing	7022	\$44,000	\$44,100	\$50,000	\$50,000
E-4.3 Other (Specify)					
E-4.4 <u>Head of Media</u>	7023	\$57,610	\$53,105	\$65,000	\$65,000
E-4.5 <u>Professional Services</u>	7023	\$28,755	\$42,493	\$35,000	\$35,000
E-4.6 _____					
E-5 Other Administrative Expenses					
E-5.1 Office Supplies	7031	\$4,760	\$10,287	\$8,200	\$8,200
E-5.2 Office equipment, rent & repair	7032				
E-5.3 Education	7033				
E-5.4 Registrations	7034				
E-5.5 Other (Specify)					
E-5.6 <u>Telephone and Internet</u>	7035	\$2,870	\$3,100	\$3,200	\$3,200
E-5.7 <u>Copier and Printer</u>	7035	\$1,686	\$1,700	\$1,800	\$1,800
E-5.8 _____					
E-6 TOTAL ADMINISTRATION		\$245,905	\$255,831	\$268,035	\$268,035

Final Budget

Sheridan County Travel & Tourism

FYE 6/30/2023

OPERATIONS BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
E-7 Personnel Services					
E-7.1 Wages--Operations	7202				
E-7.2 Service Contracts	7203				
E-7.3 Other (Specify)					
E-7.4 Salaries and wages	7204	\$96,521	\$112,751	\$143,643	\$143,643
E-7.5 Part-time/seasonal wages	7204	\$18,684	\$2,080	\$5,640	\$5,640
E-7.6					
E-8 Travel					
E-8.1 Mileage	7211				
E-8.2 Other (Specify)					
E-8.3 Travel, Training & Memberships	7212	\$7,822	\$37,000	\$30,000	\$30,000
E-8.4	7212				
E-8.5					
E-9 Operating supplies (List)					
E-9.1	7220				
E-9.2	7220				
E-9.3	7220				
E-9.4	7220				
E-9.5					
E-10 Program Services (List)					
E-10.1 Economic Dev. & Grants	7230	\$250	\$37,750	\$55,000	\$55,000
E-10.2 Burgess Junction Revitalization	7230	\$0	\$0	\$125,000	\$125,000
E-10.3 Film & Photo Production	7230	\$27,802	\$37,000	\$40,800	\$40,800
E-10.4 Events	7230	\$0	\$45,498	\$23,900	\$23,900
E-10.5					
E-11 Contractual Arrangements (List)					
E-11.1 Publications, Advertising & Printing	7400	\$380,835	\$454,389	\$515,154	\$515,154
E-11.2	7400				
E-11.3	7400				
E-11.4	7400				
E-11.5					
E-12 Other operations (Specify)					
E-12.1 Repairs and Maintenance	7450	\$105	\$0	\$1,000	\$1,000
E-12.2 Misc	7450	\$189	\$114	\$100	\$100
E-12.3	7450				
E-12.4	7450				
E-12.5					
E-13 TOTAL OPERATIONS		\$532,208	\$726,581	\$940,237	\$940,237

Final Budget

Sheridan County Travel & Tourism _____

FYE 6/30/2023

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
E-14 Insurance					
E-14.1 Liability	7502	\$5,184	\$5,000	\$6,000	\$6,000
E-14.2 Buildings and vehicles	7503				
E-14.3 Equipment	7504				
E-14.4 Other (Specify)					
E-14.5 _____	7505				
E-14.6 _____	7505				
E-14.7 _____					
E-15 Indirect payroll costs:					
E-15.1 FICA (Social Security) taxes	7511	\$16,672	\$16,900	\$15,199	\$15,199
E-15.2 Workers Compensation	7512	\$1,563	\$2,315	\$6,129	\$6,129
E-15.3 Unemployment Taxes	7513				
E-15.4 Retirement	7514	\$16,751	\$24,000	\$28,487	\$28,487
E-15.5 Health Insurance	7515	\$28,397	\$35,400	\$42,512	\$42,512
E-15.6 Other (Specify)					
E-15.7 Medicare	7516			\$3,555	\$3,555
E-15.8 _____	7516				
E-15.9 _____					
E-17 TOTAL INDIRECT COSTS		\$68,568	\$83,615	\$101,881	\$101,881

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
D-1 Debt Service					
D-1.1 Principal	6401				
D-1.2 Interest	6410				
D-1.3 Fees	6420				
D-2 TOTAL DEBT SERVICE		\$0	\$0	\$0	\$0

Final Budget

Sheridan County Travel & Tourism

FYE 6/30/2023

NAME OF DISTRICT/BOARD

GENERAL FUNDS				
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	DOA Chart of Accounts	End of Year	Beginning	Beginning	Final Approval
		2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	
C-1 Balances at Beginning of Fiscal Year					
C-1.1 General Fund Checking	1010		\$0	\$125,000	\$125,000
C-1.2 Savings and Investments	1040		\$0		
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
C-1.6 Total Estimated Cash and Investments on Hand		\$0	\$0	\$125,000	\$125,000

C-2 General Fund Reductions:					
C-2.1 a. Unpaid bills at FYE	2010				
C-2.2 b. Reserves		\$0	\$0	\$0	\$0
C-2.3 Total Deductions (a+b)		\$0	\$0	\$0	\$0
C-2.4 Estimated Non-Restricted Funds Available		\$0	\$0	\$125,000	\$125,000

	DOA Chart of Accounts	
SINKING & DEBT SERVICE FUNDS	1070	

	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
C-3				
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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	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
C-4				
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 SUB-TOTAL	\$0	\$0	\$0	\$0
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	\$0	\$0	\$0	\$0

BOND FUNDS	1060	
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	2020-2021 Actual	2021-2022 Estimated	2022-2023 Proposed	Final Approval
C-5				
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