

**GENERAL FUND BUDGET**  
**HIGH DESERT CONSERVATION DISTRICT**

JANUARY 1 - DECEMBER 31, 2017

DESCRIPTION	ACTUAL PRIOR YEAR 2015	ESTIMATED CURRENT YEAR 2016	BUDGET YEAR 2017
<b>Beginning Balance January 1</b>	\$ 299,625.06	\$ 295,054.85	\$ 289,261.21
<b>REVENUE</b>			
Building Rent			\$ 1,200.00
Donations			
Seed Drill Rental	\$ 3,837.39	\$ 6,000.00	\$ 6,000.00
Interest and Dividends Earned	\$ 437.67	\$ 100.00	\$ 250.00
Sale of Supplies (Specify below)			
Trees	\$ 4,376.01	\$ 2,200.00	\$ 3,000.00
PAM	\$ 410.01	\$ 175.00	\$ 175.00
Weed Barrier/Staples/Row Cover/Other	\$ 16,982.07	\$ 18,500.00	\$ 20,000.00
Irrigation Supplies	\$ 2,715.90	\$ 1,925.00	\$ 1,500.00
Other Conservation Supplies	\$ 37.40		
Soils Reports			
Workshop Income	\$ 1,483.00	\$ 1,841.00	\$ 800.00
Misc Inc	\$ 725.90		
<b>Grants</b>			
State (Specify Agency & Grants Name(s) below)			
Direct Assistance	\$ 7,709.12	\$ 6,167.68	\$ 5,500.00
<b>BSPB</b>			
Admin	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00
Cost-Share N/A			
Other:			
Federal (Specify Agency & Grant Name)			
County			
Weed			
Other:		\$ 7,500.00	
Ballantine mini-grant for facilitator	\$ 300.00		
Ballantine grant for MasterSteward	\$ 970.00		
Ballantine grant for General operations		\$ 950.00	\$ 4,500.00
RMFU		\$ 200.00	
Other Income (Specify below)			
MSTF Partnership	\$ 3,000.00		
<b>TOTAL UNRESTRICTED REVENUE</b>	\$ 45,484.47	\$ 48,058.68	\$ 45,425.00
<b>RESTRICTED</b>			
BSPB Basin Expenses	\$ 47,279.50	\$ 45,143.68	\$ 101,125.00
CSCB - DCT Grant	\$ 18,032.68	\$ 39,639.00	\$ 41,985.00
CSCB - Matching Grant		\$ 4,930.00	\$ 7,000.00
SWCD - DCT Grant	\$ 8,286.49	\$ 14,500.00	\$ 17,000.00
DWCD			
BRT - Seasonal?			\$ 27,000.00
<b>TOTAL RESTRICTED REVENUE</b>	\$ 73,598.67	\$ 104,212.68	\$ 194,110.00
<b>TOTAL REVENUE</b>	\$ 119,083.14	\$ 152,271.36	\$ 239,535.00
<b>TOTAL AVAILABLE FUNDS</b>	\$ 418,708.20	\$ 447,326.21	\$ 528,796.21



DESCRIPTION	ACTUAL PRIOR YEAR 2015	ESTIMATED CURRENT YEAR 2016	BUDGET YEAR 2017
<b>EXPENDITURES</b>			
Admin Salary & Benefits	\$ 26,166.59	\$ 27,000.00	\$ 28,000.00
BASIN Salary & Benefits	\$ 32,406.09	\$ 42,400.00	\$ 93,672.00
BRT Seasonal Salary & Benefits			\$ 15,360.00
DCT Salary & Benefits	\$ 24,791.61	\$ 47,000.00	\$ 48,250.00
Payroll Expenses - All employees	\$ 6,456.39	\$ 9,000.00	\$ 14,729.92
Workers Comp - All employees and Supervisors	\$ 512.92	\$ 525.00	\$ 960.00
Basin Support Expenses	\$ 442.78	\$ 450.00	\$ 450.00
DCT Publicity/Project/Training Costs/CACD Conference	\$ 9,239.64	\$ 2,760.00	\$ 3,600.00
Annual Meeting			
Board Expenses (including travel)	\$ 14.94	\$ 75.00	\$ 100.00
Credit Card Handling Costs	\$ 370.60	\$ 425.00	\$ 400.00
Donations/Contributions			
Dues/Subscriptions/Licenses	\$ 516.00	\$ 1,525.00	\$ 1,000.00
Professional Fees	\$ 750.00	\$ 825.00	\$ 900.00
Liability Insurance	\$ 1,265.89	\$ 1,270.00	\$ 1,270.00
Office Supplies	\$ 1,192.21	\$ 1,000.00	\$ 1,000.00
Office Equipment		\$ 1,000.00	\$ 1,000.00
Operating Costs - Other	\$ 475.95		
Outreach	\$ 210.95	\$ 1,000.00	\$ 5,500.00
Postage	\$ 54.75	\$ 60.00	\$ 60.00
Projects			
Meals and Entertainment	\$ 81.42	\$ 120.00	\$ 150.00
Election Costs			
Bank Fees			
Workshops (not grant funded)		\$ 1,940.00	\$ 1,000.00
Board Continuing Ed			
Utilities/ Internet/ Website	\$ 1,374.55	\$ 950.00	\$ 1,500.00
Bad Debt			
Staff Travel/Continuing Ed/Conferences	\$ 105.66	\$ 650.00	\$ 2,000.00
Public Notices	\$ 37.94	\$ 35.00	\$ 35.00
<b>NEW DIRECTION</b>	\$ 38.09		
<b>REVENUE GENERATING EXPENSE</b>	\$ 15,936.79	\$ 17,400.00	\$ 19,500.00
<b>SEED DRILL MAINTENANCE &amp; REPAIR</b>	689.16	\$ 130.00	\$ 800.00
<b>SPONSORSHIPS - Community &amp; Organization</b>	\$ 500.00	\$ 500.00	\$ 1,000.00
<b>CASH DRAWER OVER/UNDER</b>	\$ 22.43	\$ 25.00	\$ 25.00
<b>TOTAL EXPENDITURES</b>	\$ 123,653.35	\$ 158,065.00	\$ 242,261.92
<b>Annual Net</b>	\$ (4,570.21)	\$ (5,793.64)	\$ (2,726.92)
<b>Ending Balance December 31</b> (Beginning Bal. + Annual Net)	\$ 295,054.85	\$ 289,261.21	\$ 286,534.29
<b>Emergency Reserves - Do NOT Spend</b> (3% of Annual Expenditures)	\$ 3,709.60	\$ 4,741.95	\$ 7,267.86
<b>Unrestricted Reserves</b> (Ending Balance - Emergency Res.)	\$ 291,345.25	\$ 284,519.26	\$ 279,266.43

# RESOLUTION TO APPROPRIATE SUMS OF MONEY

A RESOLUTION APPROPRIATING SUMS OF MONEY IN THE AMOUNTS AND FOR THE PURPOSE AS SET FORTH BELOW FOR THE High Desert CONSERVATION DISTRICT, COLORADO, FOR THE 2017 BUDGET YEAR.

WHEREAS, the Board of Supervisors has adopted the annual budget in accordance with the local government budget law on November 08, 2016, and;

WHEREAS, the Board of Supervisors has made provisions therein for revenues in an amount equal to or greater than the total proposed expenditures as set forth in said budget, and;

WHEREAS, it is not only required by law, but also necessary to appropriate the revenues provided in the budget to and for the purposes described below so as not to impair the operations of the district.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE High Desert CONSERVATION DISTRICT, COLORADO:


**Section 1** *That the following sums are hereby appropriated from the revenue of the general fund for the purpose stated:*

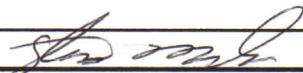
General Fund

Estimated Expenditures (total expenses for budget year)	\$ <u>242,261.92</u>
Total General Fund (unrestricted reserves for budget year)	\$ <u>279,266.43</u>

ADOPTED THIS 08 DAY OF November, 2016

Attest:

  
President

  
Treasurer



# RESOLUTION TO ADOPT BUDGET

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES AND ADOPTING A BUDGET FOR THE High Desert CONSERVATION DISTRICT, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2017 AND ENDING ON THE LAST DAY OF DECEMBER 2017.

WHEREAS, the Board of Supervisors of the High Desert Conservation District has appointed Steve Miles to prepare and submit a proposed budget to said governing body at the proper time; and

WHEREAS, Steve Miles has submitted a proposed budget to this governing body on October 11, 2016 for its consideration and;

WHEREAS, up due and proper notice, published or posted in accordance with the law, said proposed budget was open for inspection by the public at a designated place, a public hearing was held on November 8, 2016 and interested taxpayers were given the opportunity to file or register any objections to said proposed budget, and;

WHEREAS, revenues plus fund balances are greater than or equal to planned expenditures and accordingly the budget is balanced as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE High Desert CONSERVATION DISTRICT, COLORADO:

**Section 1** *That estimated expenditures are as follows:*

General Fund (include actual expenditures + unrestricted reserves)	\$ <u>242,261.92</u>
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**Section 2** *That estimated revenues are as follows:*

From sources other than General Property Tax	\$ <u>279,266.43</u>
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From General Property Tax	\$ <u>0.00</u>
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<b>Total General Fund</b> (include actual income + unrestricted reserves)	\$ <u>279,266.43</u>
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**Section 3** That the budget as submitted, amended, and hereinabove summarized by fund, hereby is approved and adopted as the budget of the High Desert Conservation District for the year stated above.

**Section 4** That the budget hereby approved and adopted shall be signed by President and Treasurer, and made a part of the public records of the district.

ADPOTED, this 08 day of November, 2016

Joanne Jutzal  
President

Steve Miles  
Treasurer

# Letter of Budget Transmittal

**THIS FORM IS TO BE COMPLETED AND SUBMITTED WITH THE ADOPTED BUDGET AND TAX LEVY CERTIFICATION.**

Date: Nov 8, 2017

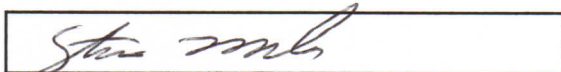
To: Division of Local Government  
Attn: Budget Program Manager  
1313 Sherman St Rm 521  
Denver CO 80203

Dear Budget Program Manager,

Attached is the 2017 budget for the High Desert  
Conservation District in Montezuma County(ies), submitted pursuant  
to Section 29-1-113, CRS. This budget was adopted on November 08, 2016. If there  
are any questions about the budget, please contact Judy Garrigues  
at (970) 529-8368. The mill levy certified to the County Commissioners is 00  
mills for all general operating purposes. Based on an assessed valuation of \$0.00,  
the property tax revenue subject to statutory limitation is \$0.00.

(Please enclose a copy of the certification of mill levies sent to the County Commissioners.)

I hereby certify the enclosed are true and accurate copies of the budget and certification of tax levies to the Board of County Commissioners.



Treasurer or President



# Budget Message

High Desert

Conservation District

**PURPOSE:** The budget message is used to describe several features of the budget and must include: important features of the budget, the budgetary basis of accounting, and description of the services to be delivered during the budget year.

The message is a statutory requirement included with the budget. (29-1-103(1)(e), C.R.S.)

**INSTRUCTIONS:** Please fill in any blank and check items as applicable.

## Section 1

The district's General Fund Budget (attached) includes the following important features

### Tax Levy

We have a tax levy of \_\_\_\_\_ 00 mills which generates \$ \_\_\_\_\_ 0.00 \_\_\_\_\_ 00 which is \_\_\_\_\_ % of our revenue.

### Revenue Source

Most of our revenue is income derived though: \_\_\_\_\_ (example: tree sales, equipment rental, grants, etc.)

Direct assistance from CSCB, grants, tree and retail supply sales, seed-drill rental

### Expenses

Our expenses consist mainly: \_\_\_\_\_ (example: salaries, educational materials, landowner tours, pass-through, etc.)

District Manager salary, pass-through salary for NRCS technicians, and liability and worker's comp insurance.

### Explanatory Budget Notes

Describe the important features of the budget: \_\_\_\_\_ (example: declining/increasing revenues, large purchases, new activities, etc.)

Spending in excess of our revenue is necessary while creating an increased revenue stream. Currently, operational grants are being submitted while laying the groundwork for county support or a mill levy to help with the expenses of the District. It is estimated that \$2726 00 will be needed from our reserves to operate in 2017

## Section 2

The district uses the following budgetary basis for accounting (choose one):

cash basis

modified accrual basis

accrual basis

## Section 3

The services this district offers are (choose as many as applicable):

- conservation education materials and program to youth & adults
- nature resource conservation recommendations to citizens
- tours and demonstrations of conservation practices to public
- literature on technical assistance and cost-share programs
- approval of federal program contracts for local land owners & NRCS
- subdivision reviews for the county
- conservation equipment rental for district land owners
- scholarship for college or youth resource camp
- natural resource workshop for local teachers

other: On-site visits with producers to discuss conservation and sustainable farming practices, including irrigation water efficiencies. The District works with regional and state agencies to implement Colorado Water Plan.