

Conservation District Budgets

A requirement of district finances is developing budgets to allocate conservation district funds and other resources, as per [Wyoming § 16-4-103](#).

Districts must use the Wyoming Department of Audit Budget form. See Section 2-2 to obtain a [copy of the budget form](#).

Sections of the budget

- ✍ A narrative summary
- ✍ Projected expenses or revenue
- ✍ An annual review of revenue and expenses
- ✍ The proposed budget, with the prior year's actual expenditures and income, and the recommended allocation for the coming year for each line item

Budgets should also contain budget message, which includes an outline of the proposed financial policies and statements of reasons for changes from the prior year.

Budget Timeline

- ✍ *May* – the preliminary budget should be presented to the District Board for review

- ✍ *July* – Budget Hearing
 - At least 1 week before, the budget hearing notice is required to be placed in the local paper. If there is no local paper, the notice can be placed in at least three (3) conspicuous places. See 8-6 for [sample public hearing notice](#).
 - Budget hearing should be within 5 days of the third Thursday of July or in conjunction with the county budget hearing, per [Wyoming § 16-4-109\(b\)](#).
 - [Click here for a Sample Public Notice](#)

- ✍ Once budget is approved, the treasurer needs to sign it.
- ✍ Make sure the budget has been sent to the County Commissioners by July 31st (check with date applies to your county).

What's Next

Once the budget has been approved, copies need to be sent to the Wyoming Department of Agriculture, WACD, County Commissioners (per Wyoming 16-104-111(d)).

Copies of the Budget Affidavit of Publication should be sent to the Department of Audit. [Click here for a copy of the Budget Affidavit of Publication](#). See 8-7 for a [sample of the Budget Affidavit](#).

Along with the budget, send WDA a copy of the Public Notice and the Affidavit of Publication. WDA will check the budget for mathematical errors, approve and keep a copy on file.

Budget Amendments

Taken from: Uniform Municipal Fiscal Procedures, [Wyoming § 16-4-108 and 16-4-112](#)

Budgets must be amended before “over-expenditures” are approved for payment and the amendment process is the same as for the original budget approval process. Transfers of budget appropriations, between departments, can be made through the resolution process, providing the overall budget is not increased.