_____ CONSERVATION DISTRICT

Budget Message

PURPOSE: To describe the important features of the budget, include a statement of the budgetary basis of accounting used in the budget, and include a description of the services to be delivered during the budget year.

***INSTRUCTIONS*:** Please fill in any blanks and check any items that are applicable.

The attached General Fund Budget for the district includes these important features:

We have a tax levy of _____ mills which generates $ _____
(or _____% of our revenue).

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

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

The services this district offers are:

- conservation education materials to youth in the district
- natural resource conservation materials to landowners
- tours and demonstrations of conservation practices to public
- literature on technical assistance and cost-share programs
- subdivision reviews for the county
- conservation equipment rental for district landowners
- scholarship for college or youth resource camp
- natural resource workshop for local teachers
- other _____

Additional description of the District's services to be delivered during the budget year:

The budgetary basis for accounting this district uses is:

- cash basis
- modified accrual basis
- encumbrance basis
- other _____

Explanatory Budget Notes: (describe the important features of the budget)

LETTER OF BUDGET TRANSMITTAL

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

To: Division of Local Government
1313 Sherman Street, Room 521
Denver, CO 80203

Date: _____

Attached is the 2012 budget for the _____ Conservation District in _____ County, submitted pursuant to Section 29-1-113, CRS. This budget was adopted on _____, 20____. If there are any questions on the budget, please contact _____ at (____) _____. The mill levy certified to the County Commissioners is _____mills for all general operating purposes. Based on an assessed valuation of $_____, the property tax revenue subject to statutory limitation is $_____.

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

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

_____
Treasurer or President

RESOLUTION TO ADOPT BUDGET

A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES AND ADOPTING A BUDGET FOR THE _____ CONSERVATION DISTRICT, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2012 AND ENDING ON THE LAST DAY OF DECEMBER 2012.

WHEREAS, The Board of Supervisors of the _____ Conservation District has appointed _____ to prepare and submit a proposed budget
(Name and Title of Person)
to said governing body at the proper time; and
WHEREAS, _____ has submitted a proposed budget to this governing
(Name and Title of Person)
body on _____, 20_____, for its consideration, and;

WHEREAS, upon 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 _____, 20_____ and interested taxpayers were given the opportunity to file or register any objections to said proposed budget, and;

WHEREAS, whatever increase may have been made in the expenditures, like increases were added to the revenues so that the budget remains in balance, as required by law.

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

Section 1: That estimated expenditures are as follows:

General Fund $_____
(Include actual expenditures + unrestricted reserves)

Section 2: That estimated revenues are as follows:

From sources other than General Property tax. $_____
From General Property tax $_____
Total General Fund $_____
(Include actual income + unrestricted reserves)

Section 3: That the budget as submitted, amended and hereinabove summarized by fund, hereby is approved and adopted as the budget of the _____ 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.

ADOPTED, this _____ day of _____, A.D., 20_____

_____ _____
President Treasurer

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 _____ CONSERVATION DISTRICT, COLORADO, FOR THE 2012 BUDGET YEAR.

WHEREAS, the Board of Supervisors has adopted the annual budget in accordance with the Local Government Budget Law, on _____, 20_____, 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 _____ 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 2012)	$_____
Total General Fund (Unrestricted Reserves for 2012)	$_____

ADOPTED THIS _____day of _____, A.D. 20_____

_____
Treasurer

Attest:

_____
President

RESOLUTION/ORDINANCE TO SET MILL LEVIES

A RESOLUTION/AN ORDINANCE LEVING GENERAL PROPERTY TAXES FOR THE YEAR 2012 TO HELP DEFRAY THE COSTS OF GOVERNMENT FOR THE _____ CONSERVATION DISTRICT, COLORADO, FOR THE 2012 BUDGET YEAR.

WHEREAS, the Board of Supervisors of the _____ CONSERVATION DISTRICT, has adopted the annual budget in accordance with the Local Government Budget Law, on _____, 20_____, and;

WHEREAS, the amount of money necessary to balance the budget for general operating purposes from real property tax revenue is $ _____, and;

WHEREAS, the 2011 valuation for assessment for the Conservation District as certified by the County Assessor(s) is $ _____.

NOW, THEREFORE, BE IT RESOLVED/ORDAINED BY THE BOARD OF SUPERVISORS OF THE _____ CONSERVATION DISTRICT, COLORADO:

Section 1. That for the purpose of meeting all general operating expenses of the _____Conservation District during the 2012 budget year, there is hereby levied a tax of _____ mills upon each dollar of the total valuation for assessment of all taxable real property within the district for the year 2011.

Section 2. That the treasurer is hereby authorized and directed to immediately certify to the County Commissioners of _____ County, Colorado, the mill levies for the_____ Conservation District is hereinabove determined and set.

ADOPTED this _____ day of_____ A.D. 20_____

Attest: _____
Treasurer