

Letter of Budget Transmittal

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

Date: _____

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

Dear Budget Program Manager,

Attached is the _____ budget for the _____
Conservation District in _____ County(ies), submitted pursuant
to Section 29-1-113, CRS. This budget was adopted on _____, _____. If there
are any questions about 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 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

_____ 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 _____ mills which generates \$ _____ which is _____ % of our revenue.

Revenue Source

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

Expenses

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

Explanatory Budget Notes

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

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

subdivision reviews for the county

nature resource conservation recommendations to citizens

conservation equipment rental for district land owners

tours and demonstrations of conservation practices to public

scholarship for college or youth resource camp

literature on technical assistance and cost-share programs

natural resource workshop for local teachers

approval of federal program contracts for local land owners & NRCS

other:

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 ____ AND ENDING ON THE LAST DAY OF DECEMBER _____.

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

WHEREAS, _____ has submitted a proposed budget to this governing body on _____ 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 _____ 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 _____ CONSERVATION DISTRICT, COLORADO:

Section 1	<i>That estimated expenditures are as follows:</i>
	General Fund (include actual expenditures + unrestricted reserves) \$ _____
Section 2	<i>That estimated revenues are as follows:</i>
	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.

ADPOTED, this _____ day of _____, _____

President

Treasurer

[This form must be signed. We cannot accept digital signatures on the Resolution to Adopt Budget form.]

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 _____ BUDGET YEAR.

WHEREAS, the Board of Supervisors has adopted the annual budget in accordance with the local government budget law on _____, _____, 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 budget year) \$ _____

Total General Fund (unrestricted reserves for budget year) \$ _____

ADOPTED THIS _____ DAY OF _____,

Attest:

President

Treasurer

RESOLUTION/ORDINANCE TO SET MIL LEVIES

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

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

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

ADOPTED this _____ day of _____, _____

Attest:

Treasurer