



**SAN MIGUEL COUNTY,  
COLORADO**

**SOLID WASTE  
DISPOSAL DISTRICT**

**2017 BUDGET**

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## DOLA CERTIFICATION

### SAN MIGUEL COUNTY FINANCE OFFICE



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January 6, 2017

Division of Local Affairs  
1313 Sherman Street  
Room 521  
Denver CO 80203

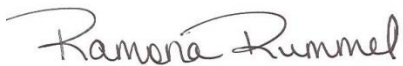
Pursuant to Section 29-1-113, C.R.S., attached is a copy of the 2017 budget for:

#### **San Miguel County Solid Waste Disposal District**

The budget was adopted on December 20, 2016. If there are any questions, please contact Ramona Rummel, San Miguel County Finance Manager.

**CERTIFICATION:** I, Ramona Rummel, Finance Manager, hereby certify that the enclosed is a true and accurate copy of the adopted budget for the San Miguel County Solid Waste Disposal District.

Respectfully,



Ramona Rummel  
Finance Manager

# RESOLUTION ADOPTING 2017 BUDGET

## A RESOLUTION SUMMARIZING EXPENDITURES AND REVENUES AND ADOPTING A BUDGET FOR THE SAN MIGUEL COUNTY SOLID WASTE DISPOSAL DISTRICT, FOR THE CALENDAR YEAR BEGINNING ON THE FIRST DAY OF JANUARY 2017, AND ENDING ON THE LAST DAY OF DECEMBER 2017

### RESOLUTION 2016 - 32

**WHEREAS**, the Board of Commissioners of the San Miguel County Solid Waste Disposal District has designated the Finance Manager of San Miguel County to prepare and submit a proposed budget to said governing body, and

**WHEREAS**, the Finance Manager has submitted a proposed budget to this governing body on October 19, 2016; for their 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 December 7, 2016, and interested taxpayers were given the opportunity to file or register any objections to said proposed budget, and;

**WHEREAS**, whatever increases may have been made in the expenditures, like revenues were added to the revenues or planned to be expended from the reserve/fund balance so that the budget remains in balance, as required by law.


**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the San Miguel County Solid Waste Disposal District, Colorado:

**THAT**, the budget as submitted hereby is approved and adopted as the budget of the San Miguel County Solid Waste Disposal District for the year stated above. The total expenditure budget is \$116,955;


**AND THAT**, the budget hereby approved and adopted shall be signed by the chair of the Board of County Commissioners, and made a part of the public records of San Miguel County, Colorado.

**ADOPTED**, this 20th day of December, 2016.

**SMC SOLID WASTE DISPOSAL DISTRICT**

  
\_\_\_\_\_  
Joan May, Chair

ATTEST:

  
\_\_\_\_\_  
Carmen Warfield, Chief Deputy Clerk

# RESOLUTION APPROPRIATING FUNDS FOR THE 2017 BUDGET YEAR

**A RESOLUTION APPROPRIATING SUMS OF MONEY TO THE SPECIFIED SPENDING AGENCY, IN THE AMOUNT AND FOR THE PURPOSE AS SET FORTH BELOW, FOR THE SOLID WASTE DISPOSAL DISTRICT, COLORADO, FOR THE 2017 BUDGET YEAR.**

## RESOLUTION 2016 - 36

**WHEREAS**, the Board of Commissioners has adopted the annual budget in accordance with Colorado local government budget law, on December 20th, 2016; and

**WHEREAS**, the Board of Commissioners has made provision 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 and reserves/fund balances provided in the budget to and for the purposes described below, thereby establishing a limitation on expenditures for the operations of the San Miguel County Solid Waste Disposal District.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the San Miguel County Solid Waste Disposal District, Colorado:

**THAT**, the following sums are hereby appropriated from the revenue of said fund, to said fund, for the purposes stated:

**SOLID WASTE DISPOSAL DISTRICT                      \$116,955**

**ADOPTED THIS** 20th day of December, 2016.

**SMC SOLID WASTE DISPOSAL DISTRICT**

  
\_\_\_\_\_  
Joan May, Chair

ATTEST:

  
\_\_\_\_\_  
Carmen Warfield, Chief Deputy Clerk



# RESOLUTION LEVYING PROPERTY TAX

## A RESOLUTION LEVYING PROPERTY TAXES FOR THE YEAR 2016 TO HELP DEFRAID THE COSTS OF GOVERNMENT FOR THE SAN MIGUEL COUNTY SOLID WASTE DISPOSAL DISTRICT, COLORADO, FOR THE 2017 BUDGET YEAR.

### RESOLUTION 2016 – 38

**WHEREAS**, the Board of Commissioners of the San Miguel County Solid Waste Disposal District, has adopted the annual budget in accordance with local government budget law, on December 20th, 2016; and

**WHEREAS**, the amount of money necessary to balance the budget for general operating purposes from property tax revenue is \$44,536, and

**WHEREAS**, the 2016 valuation for assessment for the San Miguel County Solid Waste Disposal District as certified by the County Assessor on December 2, 2016, is \$231,957,360.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the San Miguel County Solid Waste Disposal District, Colorado:

**THAT**, for the purpose of meeting all general operating expenses of the San Miguel County Solid Waste Disposal District during the 2017 budget year, there is hereby levied a tax of 0.192 mills upon each dollar of the total valuation for assessment of all taxable property within the San Miguel County Solid Waste Disposal District for the year 2016, generating approximately \$44,536 in revenue, and

**THAT**, the tax levy for the 2017 budget year is hereby 0.192 mills upon each dollar of the total valuation for assessment of all taxable property within the San Miguel County Solid Waste Disposal District for the year 2016, and

**THAT**, the Finance Manager is hereby authorized and directed to immediately certify to the County Commissioners of San Miguel County, Colorado, the mill levy for the San Miguel County Solid Waste Disposal District as hereinabove determined and set.

**ADOPTED** this 20th day of December, 2016.

**SMC SOLID WASTE DISPOSAL DISTRICT**

  
\_\_\_\_\_  
Joan May, Chair

ATTEST:

  
\_\_\_\_\_  
Carmen Warfield, Chief Deputy Clerk

# BUDGET MESSAGE

## SAN MIGUEL COUNTY SOLID WASTE DISPOSAL DISTRICT



SAN MIGUEL COUNTY  
Finance Office  
PO Box 486  
Norwood CO 81423  
970-327-4885  
[finance@sanmiguelcountyco.gov](mailto:finance@sanmiguelcountyco.gov)

The 2017 budget represents San Miguel County's continued commitment to the needs of the county residents, the continued level of quality service, and prudent fiscal management. The budget has been prepared in accordance with all applicable state and federal laws and internal policies.

Staff made every effort to objectively review and analyze each of their respective budgets in preparation for a recommendation to the Board of County Commissioners. In addition, the fiscal responsibility of staff comes from being committed to making wise spending decisions every day.

This budget is an important means of communication with the citizens and taxpayers. It will serve as a financial guide for the Board of Commissioners and staff through the 2017 fiscal year.

As adopted by the Board of Commissioners on December 20, 2016 the total budget for 2017 is \$116,955. This is a \$4,075 increase from the 2016 adopted budget.

### **Major financial highlights for 2017 include:**

Property tax revenue will decrease by \$2,191 in 2017 as a result of the assessed valuation decreasing by \$11,413,590 in this taxing district.

The Tabor revenue limitation was effective with the calculation of the 2017 property tax revenue.

Norwood transfer station costs were thoroughly analyzed and budgeted for accordingly. Budgeted expenditures include landfill closure plan costs.

HAZMAT clean-up project is included in the approved budget. This project is proving to be a valuable resource for County residents to properly dispose of their hazardous wastes.

Town of Telluride and Town of Mountain Village also contribute to the cost of the HAZMAT clean-up project.

Please direct any questions regarding this budget document to:

Ramona Rummel  
Finance Manager  
970-327-4885  
[finance@sanmiguelcountyco.gov](mailto:finance@sanmiguelcountyco.gov)

## BUDGET POLICIES/PROCEDURES

1. Six month year-to-date actual data is provided to the department heads in June of each year, along with a blank budget estimate form that reflects both revenue and expenditures to assist in the development of the next fiscal year budget.
2. Select department heads are requested to provide an estimate of where they see their revenues and expenditures being at the end of the current budget year. They are also asked to provide their best estimates of their revenues and expenditures for the next fiscal year. This data is returned to the finance office by the end of July.
3. The finance office compiles a mid-year budget update that is presented to the Board of County Commissioners (BOCC) in July for their review. If there is a need to amend a budget appropriation at mid-year, staff will prepare all necessary documentation for the public hearing process.
4. A preliminary estimated budget is compiled by the finance office and shared with the County Administrator and department heads by the middle of August. Budget review sessions are scheduled between the County Administrator, finance office, and department heads for late August and early September if necessary.
5. The preliminary notice of assessed valuation is received by August 25<sup>th</sup>, and the estimated property taxes are calculated for inclusion in the proposed budget.
6. Following budget meetings with staff, a revised proposed operating budget document is prepared and submitted to the BOCC, County Administrator, and department heads by the statutory deadline of October 15<sup>th</sup>.
7. A public advertisement is posted informing the public that the proposed operating budget has been provided to the BOCC, and is available for public inspection. A copy of the proposed operating budget is posted on the County's web site, and at two locations within the county.
8. A public, formal presentation is made to the BOCC at a regularly scheduled BOCC meeting in mid October to early November. This presentation includes budget highlights, graphs, and changes to the County's financial projections.
9. A second public session is scheduled with the BOCC in the later part of November allowing the public to provide comments and ask questions pertaining to the proposed operating budget for the next fiscal year. All public sessions are properly noticed within the County.
10. Financial reports showing the status of the current fiscal year budget, and estimated year-end projections, are provided to department heads and reviewed throughout the budget year with the County Administrator.
11. Following the public sessions, the final proposed operating budget is prepared and provided to the BOCC and County Administrator for review and approval at a regularly scheduled BOCC meeting in December.
12. Final Mill Levy Certifications are received by the County by December 15<sup>th</sup> per statutory requirement.
13. At the public meeting where the BOCC will review and approve the proposed operating budget for the next fiscal year, a supplemental budget for the current fiscal year is reviewed and approved, if there is a need to amend current year appropriations.
14. Following BOCC approval of the budget for the next fiscal year, the finance office compiles a formal budget document for submission to The Department of Local Affairs, by January 31<sup>st</sup> of the next budget year.
15. All appropriations lapse at the end of each fiscal year. If certain programs or projects that were budgeted in the current fiscal year will carry over into the next budget, the



appropriations for these programs and projects will be re-budgeted in the proposed operating budget for the next fiscal year.

16. All monies received by the County, its agencies, departments and programs, must be deposited with the County Treasurer and included in the budget appropriations approved by the BOCC prior to being spent. The BOCC may authorize supplemental appropriations to the approved budget during the budget year. Grant funds received, during a budget year that were not included in the approved budget, will be included in a supplemental budget along with the appropriation of expenditures necessary to complete the program or project.

## BUDGET BASIS

Annual budgets for governmental funds (General, Special Revenue, and Debt Service Funds) are prepared separately using the MODIFIED ACCRUAL basis of accounting. Modified accrual accounting is where revenues are recognized in the accounting period in which they became available and measurable, and expenditures are recognized in the accounting period when a liability is incurred, if measurable, except for unmatured interest on long-term debt, which is recognized when due.

## BUDGET & ACCOUNTING CONTROLS

Once the Board of Commissioners adopts the budget, the financial accounting system is used as the major tool for monitoring activity. Monthly reports are prepared which allow the department heads and the county administrator to review the financial activities of the month by comparing actual expenditures and revenues against budgeted amounts.

Procedures for collecting, recording, and reporting revenues have been developed and will continue to be maintained. Staff is encouraged to aggressively pursue the collection of taxes, fees, and other types of revenues that are owed to the County.

Proper systems for recording, controlling, and reporting expenditures have been developed and will be maintained using the generally accepted accounting principles. Financial records are audited annually by a certified public accounting firm. In addition, internal control policies and practices are continually being reviewed to assure proper control of expenditures.

# MILL LEVY

## Current Year's Net Taxable Assessed Valuation


\$231,957,360

District	Mills	Property Tax Revenue
Solid Waste Disposal District	0.192	\$44,536
Total	0.192	\$44,536


## SOLID WASTE DISPOSAL DISTRICT

This fund is used to account for the operations of the Norwood transfer station, the HAZMAT clean-up days, and various recycling programs. The daily operations are assigned to the County Environmental Health Office with the Board of County Commissioners acting as the governing board.

# SOLID WASTE DISPOSAL DISTRICT BUDGET SUMMARY

<b>SWDD BUDGET SUMMARY</b>				
<b>Beginning Fund Balance</b>	191,997	155,740	155,740	103,348
<b>Revenues</b>	62,784	61,150	56,833	61,972
Transfers/Net Change to Reserves	0	0	0	0
<b>Expenditures</b>	99,041	112,880	109,225	116,955
<b>Ending Fund Balance</b>	155,740	104,010	103,348	48,365
Ending Fund Balance % of Total Expenditures	157%	92%	95%	41%
	Actual as of <b>12/31/2015</b>	<b>2016</b> Adopted Budget	<b>2016</b> Budget Estimate	<b>2017</b> Adopted Budget
<b>Revenues</b>				
TAXES	\$44,248.61	\$45,312	\$45,029	\$45,922
INTERGOVERNMENTAL	\$7,680.52	\$12,338	\$6,009	\$12,050
MISCELLANEOUS	\$10,855.00	\$3,500	\$5,795	\$4,000
<b>Total Revenues</b>	<b>\$62,784.13</b>	<b>\$61,150</b>	<b>\$56,833</b>	<b>\$61,972</b>
<b>Expenditures</b>				
PROFESSIONAL SERVICES	\$21,797.79	\$26,000	\$26,000	\$26,000
RECYCLING	\$15,330.09	\$17,000	\$14,000	\$17,000
NORWOOD TRANSFER STATION	\$58,117.25	\$66,000	\$66,000	\$70,100
CONTRACT LABOR	\$1,053.00	\$1,000	\$788	\$1,000
TELEPHONE	\$603.82	\$600	\$555	\$600
ADVERTISING	\$463.20	\$500	\$0	\$500
OPERATING SUPPLIES	\$0.00	\$100	\$7	\$75
ELECTRICITY	\$402.00	\$400	\$570	\$400
TREASURER FEES	\$1,274.15	\$1,280	\$1,305	\$1,280
<b>Total Expenditures</b>	<b>\$99,041.30</b>	<b>\$112,880</b>	<b>\$109,225</b>	<b>\$116,955</b>

# SOLID WASTE DISPOSAL DISTRICT

<b>SOLID WASTE DISPOSAL DISTRICT</b>				
	Actual as of <b>12/31/2015</b>	<b>2016</b> Adopted Budget	<b>2016</b> Budget Estimate	<b>2017</b> Adopted Budget
<b>Revenues</b>				
CURRENT PROPERTY TAX	\$42,346.81	\$43,962	\$43,501	\$44,447
DELINQUENT PROPERTY TAX	\$1.18	\$0	\$1	\$0
SPECIFIC OWNERSHIP TAX	\$1,435.45	\$1,000	\$1,154	\$1,100
CLASS A SPECIFIC TAX	\$398.66	\$300	\$282	\$300
INTEREST ON TAXES	\$66.51	\$50	\$91	\$75
DOW - PILT	\$50.72	\$50	\$52	\$50
LOCAL AGENCY CONTRIBUTIONS	\$7,629.80	\$12,288	\$5,957	\$12,000
REIMBURSEMENTS	\$10,855.00	\$3,500	\$5,795	\$4,000
MISCELLANEOUS	\$0.00	\$0	\$0	\$0
<b>Total Revenues</b>	<b>\$62,784.13</b>	<b>\$61,150</b>	<b>\$56,833</b>	<b>\$61,972</b>
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