



**SAN MIGUEL COUNTY**

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**SOLID WASTE DISPOSAL DISTRICT**

**2013 BUDGET**

To Quickly Access a Page- Click on the corresponding title in the below Table of Contents

**TABLE OF CONTENTS**

DOLA Certification..... 1  
Resolution Adopting 2013 Budget .....2  
Resolution Appropriating Funds for the 2013 Budget Year .....3  
Resolution Levying Property Tax .....4  
Budget Message .....5  
Budget Policies/Procedures .....6  
Mill Levy.....8  
Solid Waste Disposal District .....9  
Solid Waste Disposal District Budget Summary ..... 10  
    Solid Waste Disposal District ..... 11

## DOLA CERTIFICATION

### SAN MIGUEL COUNTY FINANCE OFFICE



P.O. Box 486, 1120 Summit Street, Norwood CO 81423

Phone (970) 327-4885

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December 31, 2012

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 2013 budget for:

San Miguel County Solid Waste Disposal District

The budget was adopted on December 18, 2012. 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 2013 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 2013, AND ENDING ON THE LAST DAY OF DECEMBER 2013**

**RESOLUTION 2012 - 34**

**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 15, 2012; 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 5, 2012, 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:

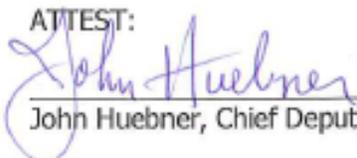
**THAT**, the budget as submitted hereby is approved and adopted as the budget of the San Miguel County Solid Waste Disposal District for the year stated above. The total expenditure budget is \$95,600;

**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 18th day of December, 2012.

**SMC SOLID WASTE DISPOSAL DISTRICT**

ATTEST:

  
John Huebner, Chief Deputy Clerk

  
Elaine R.C. Fischer, Chair

# RESOLUTION APPROPRIATING FUNDS FOR THE 2013 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 2013 BUDGET YEAR.**

**RESOLUTION 2012 - 36**

**WHEREAS**, the Board of Commissioners has adopted the annual budget in accordance with Colorado local government budget law, on December 18th, 2012; 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:

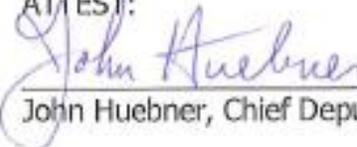
**THAT**, the following sums are hereby appropriated from the revenue of said fund, to said fund, for the purposes stated:

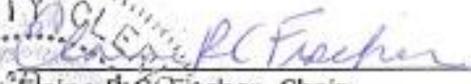
**SOLID WASTE DISPOSAL DISTRICT                      \$95,600**

**ADOPTED THIS** 18th day of December, 2012.

**SMC SOLID WASTE DISPOSAL DISTRICT**

ATTEST:

  
John Huebner, Chief Deputy Clerk

  
  
Elaine R.C. Fischer, Chair

## RESOLUTION LEVYING PROPERTY TAX

### A RESOLUTION LEVYING PROPERTY TAXES FOR THE YEAR 2012 TO HELP DEFRAID THE COSTS OF GOVERNMENT FOR THE SAN MIGUEL COUNTY SOLID WASTE DISPOSAL DISTRICT, COLORADO, FOR THE 2013 BUDGET YEAR.

RESOLUTION 2012 – 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 18th, 2012; and

**WHEREAS**, the amount of money necessary to balance the budget for general operating purposes from property tax revenue is \$53,215, and;

**WHEREAS**, the 2012 valuation for assessment for the San Miguel County Solid Waste Disposal District as certified by the County Assessor on November 30, 2012, is \$277,159,120.

**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 2013 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 2012, generating approximately \$53,215 in revenue, and;

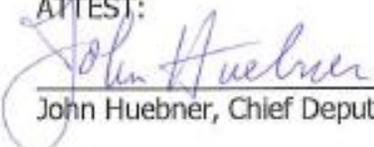
**THAT**, the Finance Manager is hereby authorized and directed to immediately certify to the County Commissioners of San Miguel County, Colorado, the mill levy for the San Miguel County Solid Waste Disposal District as hereinabove determined and set.

**ADOPTED** this 18th day of December, 2012.

**SMC SOLID WASTE DISPOSAL DISTRICT**

  
Elaine R.C. Fischer, Chair

ATTEST:

  
John Huebner, 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@sanmiguelcounty.org](mailto:finance@sanmiguelcounty.org)

The 2013 budget has been prepared in accordance with all applicable state and federal laws and internal policies. This document 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 2013 fiscal year. The Board of Commissioners acts as the governing body to this special district.

As the budget was being developed, elected officials and department heads were well aware of the fiscal constraints that the County may be facing in the upcoming years. Staff submitted their requests accordingly. Every effort was made to objectively review and analyze this district's budget and then a recommendation was given to the Board of Commissioners.

As adopted by the Board of Commissioners on December 18, 2012 the total budget for 2013 is \$95,600. This is a \$4,168 increase from the 2012 adopted budget.

### Major financial highlights for 2013 include:

Property tax revenue will decrease by \$1,044 in 2012 as a result of the assessed valuation decreasing by \$5,435,770.

The Tabor revenue limitation was effective with the calculation of the 2013 property tax revenue.

Norwood transfer station costs were thoroughly analyzed and budgeted for accordingly.

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@sanmiguelcounty.org](mailto:finance@sanmiguelcounty.org)

## BUDGET POLICIES/PROCEDURES

1. Six month year-to-date actual data is provided to the department heads in early July of each year, along with blank current year estimate forms, and blank budget estimate forms (revenue and expenditure) for developing the next fiscal year budget.
2. 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 the July.
3. Department heads are asked to provide requests for mid-year budget changes to the finance office, along with any posting changes required, by the middle of July.
4. The finance office compiles a mid-year supplemental budget request that is presented to the Board of County Commissioners (BOCC) after review by the department heads.
5. 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.
6. The preliminary mill certification is received by August 25<sup>th</sup>, and the estimated property taxes are calculated for inclusion in the proposed budget.
7. Following budget reviews with each department head, a revised proposed operating budget document is prepared and submitted to the BOCC, County Administrator, and department heads by the statutory requirement of October 15<sup>th</sup>.
8. A public advertisement is posted informing the public that 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.
9. 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 system.
10. 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.
11. 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.
12. Following public session, the final proposed operating budget is prepared and provided to the BOCC, County Administrator and department heads for review and approval at a regularly scheduled BOCC meeting, following receipt of the final Mill Levy's for the County.
13. The final Mill Levy Certification is received by the County by December 15, per statutory requirement.
14. At the public meeting where the BOCC will review and approve the proposed operating budget for the next fiscal year, the second supplemental budget for the current fiscal year is reviewed and approved.
15. Following BOCC approval of the budget for the next fiscal year, the finance office compiles a formal Budget Book for presentation to The Department of Local Affairs, by January 31 of the next budget year.

16. 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.
17. 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 this special district are prepared 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 CONTROL

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 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  
\$277,159,120

District	Mills	Property Tax Revenue
Solid Waste Disposal District	0.192	\$53,215

## 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>Actual as of</b>	<b>2012</b>	<b>2012</b>	<b>2013</b>
	12/31/2011	Adopted Budget	Budget Estimate	Adopted Budget
<b>Revenues</b>				
<b>Taxes</b>	\$58,721	\$55,508	\$55,321	\$54,250
<b>Intergovernmental</b>	\$8,240	\$8,045	\$10,618	\$12,000
<b>Miscellaneous</b>	\$3,711	\$3,500	\$9,323	\$3,500
<b>Total Revenues</b>	\$70,672	\$67,053	\$75,262	\$69,750
<b>Expenditures</b>				
<b>Professional Services</b>	\$18,180	\$25,000	\$22,000	\$22,000
<b>Recycling</b>	\$4,615	\$7,000	\$7,000	\$9,700
<b>Norwood Transfer Station</b>	\$52,440	\$55,000	\$55,000	\$60,000
<b>Contract Labor</b>	\$764	\$1,400	\$700	\$1,000
<b>Telephone</b>	\$579	\$700	\$500	\$600
<b>Advertising</b>	\$0	\$100	\$0	\$100
<b>Electricity</b>	\$221	\$400	\$300	\$400
<b>Operating Supplies</b>	\$0	\$200	\$20	\$200
<b>Treasurer Fees</b>	\$1,719	\$1,632	\$1,620	\$1,600
<b>Total Expenditures</b>	\$78,518	\$91,432	\$87,140	\$95,600
<b>FUND BALANCE CALCULATION</b>				
<b>Beginning Fund Balance</b>	<b>\$289,583</b>		<b>\$281,738</b>	<b>\$269,860</b>
<b>Revenues</b>	\$70,672		\$75,262	\$69,750
<b>Expenditures</b>	\$78,518		\$87,140	\$95,600
<b>Ending Fund Balance</b>	<b>\$281,738</b>		<b>\$269,860</b>	<b>\$244,010</b>

## SOLID WASTE DISPOSAL DISTRICT

	<b>Actual as of</b>	<b>2012</b>	<b>2012</b>	<b>2013</b>
	12/31/2011	Adopted Budget	Budget Estimate	Adopted Budget
<b>Revenues</b>				
<b>Current Property Tax</b>	\$57,169	\$54,258	\$54,000	\$53,215
<b>Delinquent Property Tax</b>	-\$121	\$0	-\$105	\$0
<b>Specific Ownership Tax</b>	\$1,357	\$1,100	\$935	\$850
<b>Class A Specific Tax</b>	\$91	\$75	\$328	\$110
<b>Interest on Taxes</b>	\$225	\$75	\$163	\$75
<b>DOW-PILT</b>	\$45	\$45	\$48	\$0
<b>Local Agency Contributions</b>	\$8,195	\$8,000	\$10,570	\$12,000
<b>Reimbursements</b>	\$3,711	\$3,500	\$9,323	\$3,500
<b>Miscellaneous</b>	\$0	\$0	\$0	\$0
<b>Total Revenues</b>	\$70,672	\$67,053	\$75,262	\$69,750
<b>Expenditures</b>				
<b>Professional Services</b>	\$18,180	\$25,000	\$22,000	\$22,000
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