



Converse County Senior Citizens Service District
PO Box 584
Douglas, WY 82633-0584

BUDGET REQUESTS FROM CC AGING SERVICES AND SENIOR HOUSING UNITS

FY 25 (July 1, 2024 through June 30, 2025)

The Converse County Senior Citizens Service District (“**Special District**”) will consider funding requests for all listed above. Submit the written paperwork to the district by **May 1, 2024**. Please mail the requested budget paperwork to **Kathy Patceg, PO Box 2067, Glenrock, WY 82637** or email.

Due to timelines required by the State of Wyoming for our Special District, applications received after this date may not be considered for funding. Incomplete applications may be denied.

Please provide the following information:

1. IRS non-profit number (ex: 501(3)(c))
2. Proof of public liability insurance coverage for Board of Directors and limits
3. List of current Board of Directors, with contact information
4. Current and proposed fiscal year expenditure budgets
5. Current financial statement showing all assets, liabilities, income and expenses
6. Other sources of revenue and amounts
7. A list of projects (by priority), justification and amount of funding requested for each
8. Apartment Units: how many units do you have and how many residents
9. Board Chairman and Business Manager are to sign and date application

The Special District asks that your organization prioritize projects. It will be necessary to put together approximate costs for each project. With that said, it is better to overstate costs rather than understate costs so it doesn't disrupt or cancel a project. There is a fine line when costs are overstated as it may mean that another project does not get funded. Generally, vendors will be able to tell you if you need to add 10% for example, to the cost quoted. Based on total requests and importance (health, safety, etc.) to that organization, there is no guarantee of funding for all projects for every organization. It's up to the organization to sell their needs to the Special District.

The Special District can only help with funding for:

- Remodeling, renovations (to include building code compliance)
- Major maintenance projects
- Energy efficiency/improvements

You have previously been provided our “**Converse County Senior Citizens Service District Procurement Policies and Procedures**”. This document is to be used by your organization for any projects funded by the Special District. Every organization requesting funds must bear in mind that funding comes from taxes paid by individuals and businesses within Converse County. It is our job to oversee the careful and considerate management of the funds.

Please ask you to staff to be familiar with the “**Procedures for Processing Payments (Invoices)**”. That is your guide to the submitting invoices for payment. Your business person is to sign under penalty of perjury.

Per the new Wyoming State Statute, the Special District will publish and hold a public hearing in June that identifies the projects and funding requested by each organization.

More information about our district and for access to these forms, please go to our website: converseseniors.org

Answers to frequently asked questions:

1. Invoices will be submitted by and paid to the vendor by the Special District. The Special District will send the check back to the department/organization who will then distribute to the vendor. If it's for reimbursement of an approved expenditure, the SD will reimburse the organization.
2. The Special District does not pay for materials or services until they are received or performed. If your bidder, supplier, etc., requires 10% down for example, your organization can pay that and the Special District will reimburse your organization.
3. Funds are not carried over into the next fiscal year (FY). If funds remain and the project is complete, the funds will revert to the general fund. If funds remain because a project could not be completed by the end of the fiscal year, the Special District may allocate the remaining funds in the next fiscal year. (Ex: project \$300,000 est. cost; \$200,000 spent, but not completed; \$100,000 remaining may be allocated to the next FY).
4. If it appears that a project is going to exceed the budget, please provide a written (email is OK) notification to the Special District. Quite possibly the underspent funds from another approved project will cover the overdraft, or, if the overdraft is not too large, funds may come from another source.
5. Funds can only be reallocated from approved projects to other approved projects.
6. If an emergency project occurs and funding is desperately needed, the organization needs to submit a written request to the Special District. There are two options; 1) reallocate funds from one project to the emergency project, or 2) use reserve funds.
7. Future years: expect the same process for budget requests. As far as revenue goes, that dollar amount depends on the budget requests and the mill levy we ask for. Revenue is an unknown and fluctuates with oil and gas activity in this County.

Please get in touch with questions or concerns that may not meet your needs and possibly our needs.

Converse County Senior Citizens Service District - Board of Directors

Name	Email	Phone	Address	City, State, Zip
Don Luhrsen	Saddleworn@hotmail.com	585-654-4884	PO Box 683	Douglas, WY 82633
Lucile K Taylor	dltaylor@vcn.com	307-351-4699	45 Peacock Ln	Douglas, WY 82633
Kathleen M Patceg	kathypatceg@gmail.com	307-262-3326	PO Box 2067	Glenrock, WY 82637
Tim Ricker	timricker25@yahoo.com	307-351-5720	84 Wulff Rd	Douglas, WY 82633
Rita Redig	ritasusann@gmail.com	307-262-0513	PO Box 1272	Glenrock, WY 82637

Officers:

- Tim Ricker, President
- Don Luhrsen, Vice-President
- Lucile Taylor, Secretary
- Kathy Patceg, Treasurer
- Rita Redig, Member