

# WY SPECIAL DISTRICT CHECKLIST

## GENERAL

\_\_\_\_\_ If your entity is authorized to promulgate rules and regulations or adopt ordinances or bylaws, these must be filed with the county clerk along with any amendments thereto. (W.S. 16-12-302(b))

\_\_\_\_\_ Provide meeting notices to the public as required throughout the year. (W.S. 16-4-404)

\_\_\_\_\_ Cash Reserve policy. (W.S. 16-12-403(c), 404)

\_\_\_\_\_ Supply proof of any board member trainings you have had. (W.S. 16-12-406(a)(b))

\_\_\_\_\_ Send a copy of your Special District Public Record Location form to the County Clerk no later than September 30 annually. Form can be found at <http://www.carbonwy.com/index.aspx?nid=1058>. (16-12-303(d))

\_\_\_\_\_ If you designate that your public records will be on file with the county clerk and you are open less than 20 hours per week the following must be filed and kept up to date as changes are made or as new records are available. (W.S. 16-12-303):

\_\_\_\_\_ Adopted Minutes

\_\_\_\_\_ Records of Meetings

\_\_\_\_\_ Audits

\_\_\_\_\_ Financial Statements

\_\_\_\_\_ Election Results, including a board members list with current terms

\_\_\_\_\_ Budgets

\_\_\_\_\_ Bylaws (Update filing as changes are made)

\_\_\_\_\_ Rate Schedules

\_\_\_\_\_ Policies

\_\_\_\_\_ Employment Contracts with Administrators

## BUDGET

\_\_\_\_\_ Using the Department of Audit's required form, draft a proposed budget based on assessed valuation (call Assessor at 307-328-2637 for estimated valuation) pursuant to W.S. 9-1-507(a)(viii) and board reviews proposed budget at a regular or special meeting for this purpose. (W.S. 16-12-403)

\_\_\_\_\_ File proposed budget on Dept. of Audit's website and e-mail PDF to County Clerk at [gwynnbartlett@carbonwy.com](mailto:gwynnbartlett@carbonwy.com) by June 1. <https://sites.google.com/a/wyo.gov/division-of-public-funds>. County shall post on its website. If not filed with the county the County Commissioners may not approve funding of the special district mill levy.

\_\_\_\_\_ If requested by the Board of County Commissioners, prior to adoption of a proposed budget and prior to July 1, hold a prehearing with the commissioners and present the proposed budget, verification of elections, public meetings and board member training, and the minutes from meetings for the past year. (W.S. 16-12-406(a)(b))

Because the commissioners can veto in whole or in part line items of budgets presented by entities whose entire governing board is appointed by the commissioners you may want to work closely with them during your budget process.

\_\_\_\_\_ Schedule a public hearing and advertise your proposed budget, hearing date, time and place. Can be in conjunction with county budget hearings. **Effective 07/01/17 your hearing must be no later than the third Thursday in July.** \*\*\*Note\*\*\* The county appreciates you setting this as early as possible so final budgets can be to the County Assessor well before levies must be set. (W.S. 16-12-406(c))

\_\_\_\_\_ Send a copy of your budget advertisement to the Department of Audit and county clerk. (W.S. 16-12-406(c))

\_\_\_\_\_ Not later than the 3<sup>rd</sup> Wednesday in July and within 3 business days after public hearing, board makes appropriate changes and adopts the budget. This budget is now called the *adopted budget*. Prior to adoption call Assessor to ensure assessed value has not changed as this could change your budget. (W.S. 16-12-408)

If at any time, after the adoption of your budget is filed, you determine a mistake has been made, file an amendment with the Department of Audit and PDF to the County Clerk.

\_\_\_\_\_ File adopted budget with the Department of Audit and county clerk by July 31 however the sooner the better. Clerk will copy to Commissioners and Assessor. County shall post on county's website. (W.S. 16-12-408)