



SHERIDAN COUNTY CONSERVATION DISTRICT

1949 SUGARLAND DRIVE, SUITE 102, SHERIDAN, WYOMING 82801
(307) 672-5820 ext. 3 | www.sccdwy.org

Protecting Sheridan County's Water and Land Quality through Assistance Programs, Information and Outreach, Monitoring, and Planning

March 28, 2024

REQUEST FOR COST PROPOSAL

The Sheridan County Conservation District (SCCD) is requesting cost proposals for CPA Review and/or Audit Services for Fiscal Year 2024 to meet Wyoming Department of Audit Special District Reporting and Oversight Requirements. Services must be completed no later than November 30, 2024.

SCCD uses Quickbooks Accounting Software to track two bank accounts, a checking account and a savings account. The typical annual budget is around \$500,000, depending on specific projects.

Approximate expenses for Fiscal Year 2024 (ending June 30, 2024) are \$632,000:

- \$115,000 payroll,
- \$23,000 indirect costs,
- \$21,000 administration, and
- \$473,000 operations/project costs.

Approximate income for Fiscal Year 2024 (ending June 30, 2024) is \$685,000:

- \$88,000 government support,
- \$32,000 donations,
- \$19,000 sales/service fees/interest, and
- \$544,000 grants (\$394,000 federal).

Reserves expected as of June 30, 2024 are \$45,000.

Selection Criteria

The SCCD Board will review proposals and make selection during the regular Board meeting on May 7, 2024. Criteria to be considered include, but are not limited to:

- Qualifications and experience in performing these services;
- Proposed timeline for completion of services; and
- Reasonable project costs/rate schedule.

Information to be Submitted

If interested, please submit the following for the Board's consideration by 5:00 pm MDT April 30, 2024:

- Cost estimate, including a rate schedule, and activities to be included,
- Description of your qualifications, and
- A tentative schedule for completion.

Information can be submitted via email (carrie.rogaczewski@sccdwy.org) or mailed/delivered to:

Sheridan County Conservation District
Attn: Carrie Rogaczewski
1949 Sugarland Drive, Suite 102
Sheridan, WY 82801

Edith Heyward
Chair

Stephanie Masters
Vice-Chair

Orrin Connell
Secretary/Treasurer

Emerson Scott, III
Supervisor

Jessica Western
Supervisor

The Sheridan County Conservation District is an Equal Opportunity Employer/Provider