



Albany County Fair  
3510 S. 3rd Street Laramie, Wyoming 82070  
(307)742-3224  
manager@albanycountyfair.org

**ALBANY COUNTY FAIR BOARD REGULAR MEETING AGENDA  
ALBANY COUNTY FAIRGROUNDS, MEETING ROOM  
JULY 25, 2022**

**SPECIAL MEETING: 5:30pm**

1. Call to order & roll call
2. Consideration of Changes to Agenda

**NEW BUSINESS.**

1. **Discuss and Approve** the 2022-2023 Budget as presented.
2. **Discuss and Approve** new payroll and HR services.

**ADJOURN**

**NOTICE OF PUBLIC HEARING  
FY 2022-2023 ALBANY COUNTY FAIR BOARD BUDGET**

Notice is hereby given that a Public Hearing on the Proposed Budget for the Albany County Fair Board, which is being considered by said Board, for the 2022-2023 Fiscal Year ending June 30, 2023, will be held in the Albany County Fairgrounds Small Meeting Room, 3510 S. 3rd Street, Laramie, WY on the 25th day of July 2022 at 5:30PM.

**PROPOSED FY 22-23 BUDGET**

**Detail of General Fund Requirements**

Administration	\$30,000.00
Employee Benefits & Insurance	\$50,000.00
Operations	\$110,000.00
<b>Total General Fund</b>	<b>\$190,000.00</b>

**Estimated Revenue**

General Mill Levy	\$293,381.79
Estimated Revenue from Usage	\$175,000.00
<b>Total Estimated Revenue</b>	<b>\$468,381.79</b>

Any person wishing to be heard regarding the proposed budget needs to appear before the Albany County Fairboard at the location, date and time stated above.

Andrea Senior  
President, ACFB

Scott Lake  
Secretary/Treasurer, ACFB

Publish Before July 15, 2022.

**A RESOLUTION MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURE OF FUNDS TO COVER  
ALBANY COUNTY FAIR BOARD FOR THE FISCAL YEAR OF JULY 1, 2022 TO JUNE 30, 2023.**

**WHEREAS**, pursuant to Wyoming Statute § 16-4-109, the Albany County Fair Board (“ACFB”) must conduct a public hearing concerning ACFB’s Fiscal Year 2022-2023 proposed budget;

**WHEREAS**, said public hearing was held on July 25, 2022 at the Albany County Fairgrounds; and

**WHEREAS**, the adoption of the proposed budget is governed by Wyoming Statute §16-4-111.

**NOW THEREFORE THE ALBANY COUNTY FAIR BOARD RESOLVES** that the following, pending future amendment, is the Adopted Budget for ACFB for Fiscal Year 2022-2023.

**ESTIMATED GENERAL FUND EXPENDITURES**

Administration	\$30,000.00
Employee Benefits & Insurance	\$50,000.00
Operations	\$110,000.00
<b>Total General Fund</b>	<b>\$190,000.00</b>

**ESTIMATED REVENUE**

General Mill Levy	\$293,381.79
Estimated Revenue from Usage	\$175,000.00
<b>Total Estimated Revenue</b>	<b>\$468,381.79</b>

**PASSED, APPROVED, AND ADOPTED** this 25 day of July 2022.

**ALBANY COUNTY FAIR BOARD**

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Andrea Senior, President

**ATTEST:**

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Scott Lake, Secretary/Treasurer

NOT OFFICIAL COPY - FOR MEETING AGENDA ONLY.

## Payroll Management Software Information

Name	Bamboo	ADP
	Existing platform - Change of "ownership" just needs to be made - no other changes. Current listed "Owner" is Christina Lewis through county HR.	
Time Card	Included in package	Additional to basic payroll and time off tracking
Hosting	Web hosted	Web Hosted
Employee App	App available for employees to clock in and out	App available for employees to clock in and out/see time off
Employer App	No employer app	Employer App
Payroll platform	Payroll done through Trax	Payroll done through ADP
Payroll Info	Trax sends reminder emails to submit payroll	Submit 1 business day before desired payday
Payroll Entry	Automatically done when using salary OR timeclock	Submit hours and proof then submit
Time Off	Can be automatically tracked when used correctly	When an additional platform is used it can be tracked. Otherwise bookkeeper and employee are responsible to input correct time off
Price	\$228.24 Monthly	Basic 68.96 for 1st employee, \$2.63/employee after.  \$49.95/per month for 1-9 users 10+ users 2.60 per employee per month Includes: Web Hosted Timesheets Username + Password Login for employees IP Restriction Address to ensure employees can only clock in at out at the business Mobile App Geofencing Department tracking + job tracking Integration into Payroll PTO request and approval Compliance Reports to ensure that your business is within compliance of the DOL
Taxes	Handled through Bamboo. Except for Wyoming WC, Ret.	Handled through ADP. Except for Wyoming WC, Retirement.

Other Info	We have 9 people currently listed. Only 6 are on payroll. That price goes down when there are only 3 of us on payroll. But still have others listed on the account.	Only charged for the amount of people that are paid for work.
	We can remove the self assessment portion that has not been used and it will be removed as an additional cost.	Time card and time tracking/mobile app is all extra per month. If we don't purchase the extra then we will have to keep track on paper/pencil.

Mardee Aanonsen  
2066 North 13 th Street  
Laramie, WY 82072  
July 19, 2022

Albany County Fair Association  
3510 South Third St  
Laramie, WY 82070

I would like to submit my proposal for doing payroll along with all required reports -941, 940, Unemployment, Workers Compensation and W2's.

I am currently charging \$300 per month to do bank reconciliations and double checking all input of the bank accounts in quickbooks.

I would like to add \$250 for the payroll portion, so the total monthly bill would be \$550.

Thank you for your consideration.

Sincerely  
Mardee Aanonsen  
307-760-3102