

**SHERIDAN COUNTY**  
**APPLICATION FOR ONE CENT OPTIONAL TAX FUNDS**

**FISCAL YEARS 2011 TO 2015**  
**(July 1, 2011 – June 30, 2015)**

**GENERAL INFORMATION:**

**NAME OF ORGANIZATION:** Dog & Cat Shelter, Inc.                      **PHONE:** 307-674-7694

**CONTACT PERSON:** Cel Hope      **ADDRESS:** 84 East Ridge Rd, Sheridan, WY 82801

**AMOUNT OF FUNDS REQUESTED:** \$30,000 annually      **AMOUNT APPROVED:** \_\_\_\_\_

**TAX STATUS:** 501© 3 Non-Profit Group                      **FEDERAL ID NO:** 83-0211418  
**E-MAIL:** [dognecat@fiberpipe.net](mailto:dognecat@fiberpipe.net)

**DESCRIBE PRINCIPAL PURPOSE OF YOUR ORGANIZATION:** The Dog & Cat Shelter provides a shelter where unwanted and abandoned dogs and cats can be humanely housed until adopted to qualified homes. We accept and care for lost animals until their owners reclaim them. We also care for dogs and cats under rabies quarantine.

**DESCRIBE BOARD OF DIRECTORS SELECTION PROCESS:** When a person indicates interest in joining the board, he or she is asked to provide a short biography, which is reviewed by all board members and the executive director. If comments are favorable, a motion is made to accept the prospective board member. The new board member is supplied with a handbook, committee assignment choices and schedule of monthly meetings. If no board member is needed at that time, the person is invited to join one of the board's working committees.

**NUMBER OF BOARD MEMBERS:** 13                      **TERM:** 3 years

**LIST NAMES OF BOARD MEMBERS:** Suzie Schatz-Benson (President), Jonathan A. Botten (Vice President), Rachel Kristiansen (Secretary), Myrlene Wallander (Treasurer), Ray Buhr , KT Ley, Rae Ann (Trink) Morss, Jim Olson, Rita Rohrbaugh, Kati Sherwood, Kathy Strahan, Donna Jo Swanson and Janet Wilson

**BRIEFLY LIST PURPOSE AND OBJECTIVES FOR REQUESTED FUNDS** (Indicate if the funds are to be used for an operational subsidy or for one-time expenditures such as a project or equipment acquisition or capital improvements; indicate whether other sources are available and been applied for; indicate the reason County, rather than the City, Optional One Cent Sales tax funds are appropriate; if possible, estimate the number of citizens that will benefit:

We are asking for a subsidy of \$30,000 each year for operational expenses. Our total budget for this year is \$366,150. The average cost to care for each animal was \$282 in the last fiscal year. Most of our income comes from donations and fund-raisers, while a very small percentage comes from grants. 27% of the cats and dogs we receive each year come from county residents.

From March 2009 – February 2010, we cared for a total of 1359 dogs and cats. We accepted 553 stray dogs and 439 stray cats. 396 dogs and 45 cats were returned to their owners. We accepted 145 dogs and 143 cats surrendered by owners. We adopted 234 dogs and 290 cats to new owners and transferred an additional 13 dogs and 19 cats, which were unable to find homes locally, to shelters or rescues that found them homes in other cities.

**Animal Activity March 2009 – February 2010**

<b>Stray Cats Received:</b>	
<b>Animal Control:</b>	191
<b>Public:</b>	<u>248</u>
	439
<b>Cats Surrendered:</b>	143
<b>Cats Returned to Owners:</b>	45
<b>Cats Adopted to New Homes:</b>	290
<b>Stray Dogs Received:</b>	
<b>Animal Control:</b>	163
<b>Public:</b>	<u>390</u>
	553
<b>Dogs Surrendered:</b>	145
<b>Dogs Returned to Owners:</b>	396
<b>Dogs Adopted to New Homes:</b>	234

About 73% of the animals we handle each year come from City residents, so we also ask the City for \$80,000 in annual operational subsidies through their One Cent Sales Tax proceeds. The Cities of Ranchester and Dayton normally give us subsidies of \$1,000 per year. Grants are not available for operating expenses. We do a variety of fundraisers and two mailings each year to raise funds for operating.

Most animals that come to the Shelter are owned by families rather than individuals. Figuring 3 people per family, 1323 people were served when we cared for their lost animals and returned them to them, 864 were served when we accepted animals they no longer wanted or could keep, and 1572 were served when they found a pet through us, for a total estimate of 3759 people directly benefiting from Shelter services in the last 12 months. In recent months we have seen a new phenomenon: people just turning their animals loose when they move or because they no longer want them. 372 cats and 124 dogs came to the Shelter as strays and were unclaimed. That would add another 1488 irresponsible pet owners to the number we served. Another 700-800 residents benefit annually through the low-cost Rabies Clinic. In the last year, 382 pet owners were issued spay/neuter certificates through our spay/neuter assistance fund. Many other residents benefit from our public service announcements, monthly radio talk show, tours, and booths at the Cattlewoman's Expo, the high school Health Fair, the Christmas Stroll and other events.

**OBLIGATIONS:**

**ANTICIPATED EXPENDITURES OF APPROVED FUNDS** (Indicate amount per year and years for which funds are requested):

AMOUNT and DESCRIPTION of Funds Needed Every Year to Run the Shelter

1.	\$ 7,100.00	Building Maintenance
2.	\$ 850.00	Animal Food (our regular food is donated by Mars Petcare; this is for special-needs animals)
3.	\$ 4,200.00	Fundraising
4.	\$ 7,400.00	Office expenses
5.	\$ 13,000.00	Dog & Cat Supplies
6.	\$ 17,250.00	Restricted Fund Expenses (brick memorials, feral and pet spay/neuters, etc.)
7.	\$ 10,500.00	Veterinary Expense (vaccinations, medications, vet supplies)
8.	\$ 1,000.00	Vehicle Expense
9.	\$271,000.00	Salaries

**GOALS AND BENEFITS TO THE SHERIDAN AREA COMMUNITY RELATING TO THE EXPENDITURES LISTED ABOVE:**

1. The Shelter accepts stray or lost dogs and cats and cares for them for 5 days to give owners a chance to find and reclaim them. We also accept and care for small pets such as bunnies, hamsters, etc.
2. We also accept all dogs and cats whose owners no longer can or wish to keep them. We hold them for 3 days to give the owners time to reconsider their decision.
3. Without the Shelter, unwanted animals would be a nuisance and possibly a health problem.
4. Unclaimed strays and owner surrenders become the property of the Shelter after the 5 or 3 day holding period. They are then given a health exam, vaccinated, spayed or neutered, placed up for adoption and vigorously advertised in order to find homes for them. We have a veterinarian on site 2.5 days a week. We do everything possible to find them homes. We only euthanize if an animal is aggressive or is too sick or injured to be made pain-free.

5. We also house animals that must be quarantined for rabies observation.
6. We sell and keep track of city dog licenses.
7. We subsidize costs of spaying or neutering companion animals for those owners who cannot afford to pay for the surgeries. The Spay/Neuter Assistance Fund, comprised of donations from local residents, amounts to \$6,000 - \$8,000 annually, all of which is spent locally.
8. We sponsor an annual Rabies Clinic. Providing rabies vaccinations at a low cost is a great public health service, especially since we are in the middle of a rabies outbreak.
9. Our various educational efforts encourage responsible pet ownership, which contributes towards fewer unwanted animals and fewer animals at large.
10. RENEW and Easter Seals clients regularly visit and interact with the animals. RENEW brings clients twice weekly to walk dogs as part of their clients' exercise regimen and our Walk a Hound, Lose a Pound program.
11. Children's groups from schools, daycares and organizations such as Scouts regularly come for tours. We also give presentations to many classes or groups, usually taking animals for the children to enjoy.
12. We care for animals whose owners are evacuated for natural disasters. We board pets for two weeks free of charge for those people forced to reside temporarily in the local Homeless Shelter or who are placed in secret housing by the Advocacy Center to protect them from abusive spouses.
13. We care for abused or neglected animals which are seized by officers. They often require close monitoring and special care from our veterinarian and staff, including special foods. Sometimes we have them for months while the owners are prosecuted. When the owners surrender them to us, we work with rescues to get them out of state into safe foster and then adoptive homes, to prevent the former owners gaining control of them through friends or family members.
14. We provide work for people who are court-ordered to do community service. Most of those people require a lot of supervision by our staff to keep them on task and doing a good job of the cleaning, scrubbing or other tasks we assign them.
15. We provide pet food to residents who cannot afford it, thus keeping those animals in their homes rather than having them abandoned or their owners sadly forced to surrender them.
16. We invite people to come walk our dogs on our paved half-mile walking path and exercise the dogs in our three large play areas. We are advertising our Walk a Hound, Lose a Pound program with the Wellness Council and around the community as an

opportunity for people to get fit as they help a dog tolerate its confinement until we can find it a home.

17. We participate with the Wyoming Department of Workforce Services and to provide job training for teens. This is often the first job the teens have had, and we teach them how to be good employees, how to work, how to communicate and problem-solve with supervisors and other employees. We also participate in the AARP Senior Employment Service, which provides temporary work experience for people aged 55 and over whose incomes fall below the federal poverty line.
18. We have the only feral cat Trap-Neuter-Return program in the state. This is the most effective way to control the numbers of unwanted cats who are dumped by irresponsible owners and who then raise kittens which are unsocialized to humans. The TNR program vaccinates and spays or neuters feral cats for landowners who are willing to have them stay on their property. This is a particularly valuable program given the rabies outbreak in our area.
19. We have been invited to become the state coordinators of Spay USA because of our very successful locally-funded Spay Neuter Assistance Program and our feral cat TNR program. The board of directors approved our involvement last week and we are completing the application process. This carries with it a \$10,000 grant which we will use for operation of an 800 line and a SpayWyoming website. The remainder of the grant will be used for our feral cat TNR program and to help begin a statewide spay/neuter assistance fund. SpayWyoming will collect information of programs around the state and provide referrals to low-cost spay/neuter opportunities around the state to anyone who calls or accesses the website we create.

**DESCRIBE LAST YEAR'S ACCOMPLISHMENTS AND BENEFITS ATTRIBUTED TO ONE CENT OPTIONAL FUNDS RECEIVED (If applicable):**

Last year's one cent optional funds helped the Shelter continue its operations in the face of decreased donations and reduced income from fundraisers. Grants are not available for operating expenses, so we are grateful for the one cent funds which help us provide a clean, healthy place for homeless animals and to offer all the services listed above.

**PLEASE INDICATE IF YOUR ORGANIZATION IS APPLYING FOR THE CITY OF SHERIDAN OPTIONAL ONE CENT TAX FUNDS. IF SO, THE AMOUNT REQUESTED AND FOR WHAT YEAR(S) AND PURPOSE.**

About 73% of the animals we handle each year come from City of Sheridan residents, so we also ask the City for \$80,000 in annual operational subsidies through their One Cent Sales Tax proceeds. The Cities of Ranchester and Dayton normally give us subsidies of \$1,000 per year.

**Questions in Letter Not Answered in Application Form:**

**3) Does applicant require that an independent audit be performed each fiscal year?**

We are not required to have an independent annual audit performed. We do not pay our own bills. All invoices and statements are submitted to the offices of Cindy Pilch, CPA. Our accountant there, Stacey Abernatha, pays all account functions, including payroll, accounts payable and tax preparation. All checks must be signed by two people, usually the Executive Director and one of the Board officers. The accountant prepares an extensive monthly income/expense report, which is e-mailed to all board members before the monthly board meeting and which is approved at the monthly board meeting.

**4) Can applicant illustrate a track record of accountability for the use of public funds?**

Yes, a detailed accounting of all income and expense is kept by our accountants. Most income, including County funds, is deposited into our operating account. Donations for specific purposes are deposited into a restricted account. The accountant can give an up-to-date report on fund availability whenever requested. The Dog & Cat Shelter has conflict of interest, whistleblower, ethics and record retention policies, all of which are included in our employee handbook.

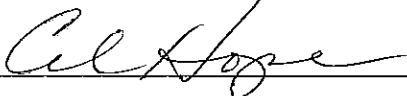
**5) Can applicant illustrate what percentage of the 1% optional tax funding is in relation to your fiscal year operational budget?**

Our current budget is \$366,150.00. We are asking the County for \$30,000. That would be 8% of our budget.

PLEASE PROVIDE A COPY OF YOUR LAST FISCAL YEAR AUDIT (Or a Balance Sheet and Profit and Loss Statement):

**\*\*PLEASE PROVIDE A COPY OF YOUR CURRENT FISCAL YEAR BUDGET**

**\*\*PLEASE PROVIDE A COPY OF THE LATEST IRS FORM 990 (If applicable)**

SIGNED: 

TITLE: Executive Director

Date: 3/31/10

**PLEASE COMPLETE THIS APPLICATION.** You may provide additional information if you wish.