

**City of Sheridan**  
**General Purpose Excise Tax (GPET) Policy**

The purpose of this policy is to establish procedures for the efficient and consistent management of the General Purpose Excise Tax. This policy also establishes points of contact for inclusive communications within and without the City.


1. The General Purpose Excise Tax is authorized under W.S. § 39-15-203 and is a general purpose excise tax to be used for general revenue purposes. W.S. § 39-15-204(a)(i) The City refers to the General Purpose Excise Tax as the One % Sales and Use Tax.
2. The proposition “for the county sales and use tax” or “against the county sales and use tax” shall be decided by the vote of the qualified electors of Sheridan County. Any informational campaigns or examples of potential expenditures shall not be deemed as a budgeted appropriation or guarantee to fund. Recipients are not entitled to any specific allocation of funds.
3. The General Purpose Excise Tax may be imposed in one-half (.5%) increments not to exceed two percent (2%). W.S. § 39-15-204(a)(i)
4. The City Clerk and the City Treasurer shall be the designated contacts for all communications regarding the GPET. Any staff member or outside person must direct all questions, comments, or requests for funds/applications to either contact.
5. The annual budgeting of GPET funds is completely at the City’s discretion and not tied to or obligated by any informational campaigns or perceived assurances. A portion of the budgeted funds may be set aside for allocation to outside groups, but such funds are not guaranteed.
6. Budgeted funds shall only be used for the purpose requested. Unspent funds shall not be used for other expenditures.
7. Unspent funds at the end of the fiscal year shall revert to the contingency account for future re-allocation.
8. Revenue received in excess of the budgeted revenue shall be placed in the contingency account for future re-allocation.
9. The annual application for GPET funds by outside groups shall be governed by the General Purpose Excise Tax Annual Application Policy. City departments can request funds through the annual budget process.
10. Requests by outside groups for one-time “out-of-cycle requests” will be considered by Council after completion of a General Purpose Excise Tax Out-of-Cycle Request. Out-of-cycle requests are requests that arise after the application period has ended.

PASSED, ADOPTED AND APPROVED OCTOBER 19TH, 2020.

CITY OF SHERIDAN, WYOMING

  
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Roger Miller, Mayor

ATTESTED:

  
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Cecilia Good, City Clerk