

Final Budget

Save a copy of this .pdf budget in your DOCUMENTS folder.
 The saved copy of the budget will then need to be submitted via email to
 - Your County Commissioners
 - The Wyoming Department of Audit at doa-pfd-web@wyo.gov

<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">NAME OF DISTRICT/BOARD:</td> <td style="border-bottom: 1px solid black;">Basin Authority Child Support Enforcement</td> </tr> <tr> <td>COUNTY:</td> <td style="border-bottom: 1px solid black;">Park County</td> </tr> <tr> <td>DISTRICT ADDRESS:</td> <td style="border-bottom: 1px solid black;">1002 Sheridan Ave.</td> </tr> <tr> <td>City, State, Zip</td> <td style="border-bottom: 1px solid black;">Cody, WY 82414</td> </tr> <tr> <td>DISTRICT PHONE:</td> <td style="border-bottom: 1px solid black;">307-527-8840</td> </tr> <tr> <td>Fiscal Year Ending:</td> <td style="border-bottom: 1px solid black;">June 30, 2016</td> </tr> </table>	NAME OF DISTRICT/BOARD:	Basin Authority Child Support Enforcement	COUNTY:	Park County	DISTRICT ADDRESS:	1002 Sheridan Ave.	City, State, Zip	Cody, WY 82414	DISTRICT PHONE:	307-527-8840	Fiscal Year Ending:	June 30, 2016	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">YOUR NAME:</td> <td style="border-bottom: 1px solid black;">Amy Brantz office of Cynthia M. Rankin, CPA</td> </tr> <tr> <td>HEARING DATE:</td> <td style="border-bottom: 1px solid black;">7/16/2015</td> </tr> <tr> <td>LOCATION OF HEARING:</td> <td style="border-bottom: 1px solid black;">Third Floor Conference Room 420 West C Street, Basin, WY</td> </tr> <tr> <td>TIME OF HEARING:</td> <td style="border-bottom: 1px solid black;">10:00 AM</td> </tr> </table>	YOUR NAME:	Amy Brantz office of Cynthia M. Rankin, CPA	HEARING DATE:	7/16/2015	LOCATION OF HEARING:	Third Floor Conference Room 420 West C Street, Basin, WY	TIME OF HEARING:	10:00 AM
NAME OF DISTRICT/BOARD:	Basin Authority Child Support Enforcement																				
COUNTY:	Park County																				
DISTRICT ADDRESS:	1002 Sheridan Ave.																				
City, State, Zip	Cody, WY 82414																				
DISTRICT PHONE:	307-527-8840																				
Fiscal Year Ending:	June 30, 2016																				
YOUR NAME:	Amy Brantz office of Cynthia M. Rankin, CPA																				
HEARING DATE:	7/16/2015																				
LOCATION OF HEARING:	Third Floor Conference Room 420 West C Street, Basin, WY																				
TIME OF HEARING:	10:00 AM																				

INSTRUCTIONS FOR COMPLETING BUDGET REQUEST FORM

In accordance with the requirements of WS 16-4-104 The Department of Audit has modified the Standard Budget Form.

1. Please follow the steps below:
 - a. Download this as an Excel file and save to your computer.
 - b. **Begin by reading this instruction sheet and continue by inputting data on the following worksheets (Tabs are along the bottom of the page).** This will automatically fill results to the "Budget Summary" sheet.
 - c. Enter all required information at the top of this sheet (Name, County, District address, District phone, FYE, Your name, Date, Location, and Time of Hearing).
You cannot enter data into cells shaded in gray as they are automatic totals.
2. Choose, in the drop-down box in the upper right corner of this page, which budget ("proposed" or "final") you intend to submit at this time. **Note: If you are preparing a proposed budget the "Final Budget" column will be blacked out.**
3. In places you are asked to identify a specific item, please describe it in detail for proposed budget.
4. For EACH budget form prepared (Proposed or Final) you will click the "Convert to PDF" button on the "Budget Summary" page. This will save a copy of the budget in your DOCUMENTS folder in .pdf format. The saved copy of the budget will then need to be submitted via email to your County Commissioners AND to the Wyoming Department of Audit at
doa-pfd-web@wyo.gov
5. **If you have ANY questions, or concerns, please contact the Public Funds Division at 307-777-7798.**

What's New:

1. The **Schedule A Reserve Funds** Worksheet has been **moved** to Schedule G, the Cash and Forecasted Revenue page.
2. If you have a large list of items to add to certain sections, there is a page to **add more items**.

Helpful Tip: Certain headings have comments associated with them, which contain more detailed information regarding the section of the budget form you are about to complete. They appear in red boxes to the right of the budget form.

NOTE: The column headed "Final Approval" will not be completed until the Public Budget hearing is held. The public hearing is to be held not later than 5 days after the 3rd Thursday in July in accordance with W.S. 16-4-109(b). Or, the governing board of any special purpose district may choose to hold the budget hearing in conjunction with the county budget hearings and so advertise.

Final Budget

Basin Authority Child Support Enforcement
NAME OF DISTRICT/BOARD _____

FYE 6/30/2016

SCHEDULE C
OPERATIONS BUDGET

DATA INPUT

ACTIVITY

C-1 Personnel Services:

- C-1.1 Wages--Operations
- C-1.2 Service Contracts
- C-1.3 Other (Specify)
- C-1.4 _____
- C-1.5 _____

C-2 Travel:

- C-2.1 Mileage
- C-2.2 Other (Specify)
- C-2.3 _____
- C-2.4 _____

C-3 Operating supplies (List):

- C-3.1 Supplies
- C-3.2 Postage
- C-3.3 Office Equipment
- C-3.4 _____

C-4 Program Services (List):

- C-4.1 _____
- C-4.2 _____
- C-4.3 _____
- C-4.4 _____

C-5 Contractual Arrangements (List):

- C-5.1 Rent/Utilities
- C-5.2 _____
- C-5.3 _____
- C-5.4 _____

C-6 Other operations (Specify):

- C-6.1 Repairs and Maintenance
- C-6.2 Telephone/Fax
- C-6.3 Advertising
- C-6.4 Fees & Dues

C-7 TOTAL OPERATIONS

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
C-1.1	\$397,844	\$430,740	\$430,740	\$430,740
C-1.2				
C-1.3				
C-1.4				
C-1.5				
C-2.1	\$18,126	\$18,000	\$18,000	\$18,000
C-2.2				
C-2.3				
C-2.4				
C-3.1	\$8,764	\$11,572	\$11,572	\$11,572
C-3.2	\$8,649	\$9,000	\$9,000	\$9,000
C-3.3	\$1,856	\$3,000	\$3,000	\$3,000
C-3.4				
C-4.1				
C-4.2				
C-4.3				
C-4.4				
C-5.1	\$42,496	\$45,000	\$45,000	\$45,000
C-5.2				
C-5.3				
C-5.4				
C-6.1	\$1,112	\$1,200	\$1,200	\$1,200
C-6.2	\$6,344	\$7,800	\$7,800	\$7,800
C-6.3	\$409	\$480	\$480	\$480
C-6.4	\$1,320	\$1,620	\$1,620	\$1,620
C-7	\$486,919	\$528,412	\$528,412	\$528,412

Form approved by Department of Audit, Public Funds Division

Final Budget

Basin Authority Child Support Enforcement

FYE 6/30/2016

NAME OF DISTRICT/BOARD

SCHEDULE D
INDIRECT COSTS BUDGET

DATA INPUT

		ACTIVITY	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
D-1	Insurance					
D-1.1		Liability	\$5,871	\$6,300	\$6,300	\$6,300
D-1.2		Buildings and vehicles				
D-1.3		Equipment				
D-1.4		Other (Specify)				
D-1.5		_____				
D-1.6		_____				
D-2	Indirect payroll costs:					
D-2.1		FICA (Social Security) taxes	\$30,435	\$32,952	\$32,952	\$32,952
D-2.2		Workers Compensation	\$7,566	\$8,952	\$8,952	\$8,952
D-2.3		Unemployment Taxes	\$5,205	\$7,008	\$7,008	\$7,008
D-2.4		Retirement	\$51,964	\$68,352	\$68,352	\$68,352
D-2.5		Health Insurance	\$80,697	\$85,200	\$85,200	\$85,200
D-2.6		Other (Specify)				
		<u>Employer HAS Contrib.</u>	\$15,000			
		<u>Insurance - Life</u>	\$32			
D-3	Depreciation Expenses					
D-4	TOTAL INDIRECT COSTS		\$196,770	\$208,764	\$208,764	\$208,764

Form approved by Department of Audit, Public Funds Division

Final Budget

Basin Authority Child Support Enforcement

NAME OF DISTRICT/BOARD

FYE 6/30/2016

SCHEDULE E
CAPITAL OUTLAY BUDGET

DATA INPUT

ACTIVITY

E-1 Capital Outlay

E-1.1 Real Property

E-1.2 Vehicles

E-1.3 Office Equipment

E-1.4 Other (Specify)

E-1.5 _____

E-1.6 _____

E-2 TOTAL CAPITAL OUTLAY

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$0	\$0	\$0	\$0

Form approved by Department of Audit, Public Funds Division

Final Budget

Basin Authority Child Support Enforcement
NAME OF DISTRICT/BOARD

FYE 6/30/2016

SCHEDULE F
DEBT SERVICE BUDGET

DATA INPUT

ACTIVITY

F-1 **Debt Service**
 F-1.1 Principal
 F-1.2 Interest
 F-1.3 Fees
 F-2 **TOTAL DEBT SERVICE**

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$0	\$0	\$0	\$0

Form approved by Department of Audit, Public Funds Division

Final Budget

Basin Authority Child Support Enforcement

FYE 6/30/2016

NAME OF DISTRICT/BOARD

SCHEDULE G

DATA INPUT

FORECASTED REVENUE

G-1 Government Support

- G-1.1 State Aid
- G-1.2 County Aid
- G-1.3 City (or Town) Aid
- G-1.4 Other (Specify)
- G-1.5 Total Government Support

G-2 Operating Revenues

- G-2.1 Customer Charges
- G-2.2 Sales of Goods or Services
- G-2.3 Other Assessments
- G-2.4 Total Operating Revenues

G-3 Grants

- G-3.1 Direct Federal Grants
- G-3.2 Federal Grants thru State Agencies
- G-3.3 Grants from State Agencies
- G-3.4 Total Grants

G-4 Miscellaneous:

- G-4.1 Interest
- G-4.2 Other: Specify _____
- G-4.3 Other: Additional _____
- G-4.4 Total Miscellaneous

G-5 Total Forecasted Revenue

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
G-1 Government Support				
G-1.1 State Aid	\$735,000	\$747,976	\$747,976	\$747,976
G-1.2 County Aid				
G-1.3 City (or Town) Aid				
G-1.4 Other (Specify)				
G-1.5 Total Government Support	\$735,000	\$747,976	\$747,976	\$747,976
G-2 Operating Revenues				
G-2.1 Customer Charges				
G-2.2 Sales of Goods or Services				
G-2.3 Other Assessments				
G-2.4 Total Operating Revenues	\$0	\$0	\$0	\$0
G-3 Grants				
G-3.1 Direct Federal Grants				
G-3.2 Federal Grants thru State Agencies				
G-3.3 Grants from State Agencies				
G-3.4 Total Grants	\$0	\$0	\$0	\$0
G-4 Miscellaneous:				
G-4.1 Interest				
G-4.2 Other: Specify _____				
G-4.3 Other: Additional _____				
G-4.4 Total Miscellaneous	\$0	\$0	\$0	\$0
G-5 Total Forecasted Revenue	\$735,000	\$747,976	\$747,976	\$747,976

G-6 DEPRECIATION (REPLACEMENT) RESERVE

- G-6.1 Balance in Reserve Account, beginning of budget year
- G-6.2 Amount to be added to the reserve
- G-6.3 SUB-TOTAL
- G-6.4 Identify the amount to be spent from "Reserve for Capital Outlay"
 - a. _____
 - b. _____
 - c. _____
- G-6.5 TOTAL CAPITAL OUTLAY (a+b+c)
- G-6.6 Account (Line 3 - Line 5)

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
G-6.1 Balance in Reserve Account, <u>beginning of budget year</u>				
G-6.2 Amount to be added to the reserve				
G-6.3 SUB-TOTAL	\$0	\$0	\$0	\$0
G-6.4 Identify the amount to be spent from "Reserve for Capital Outlay"				
a. _____				
b. _____				
c. _____				
G-6.5 TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
G-6.6 Account (Line 3 - Line 5)	\$0	\$0	\$0	\$0

G-7 OTHER RESERVE

- G-7.1 Balance in Reserve Account, beginning of budget year
- G-7.2 Amount to be added to the reserve
- G-7.3 SUB-TOTAL
- G-7.4 Identify the amount and project to be spent from "Other Reserves"
 - a. _____
 - b. _____
 - c. _____
- G-7.5 TOTAL OTHER RESERVE OUTLAY (a+b+c)
- G-7.6 9 - Line 11)

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
G-7.1	\$89,957	\$89,957	\$89,957	\$89,957
G-7.2				
G-7.3	\$89,957	\$89,957	\$89,957	\$89,957
G-7.4				
				\$0
G-7.5	\$0	\$0	\$0	\$0
G-7.6	\$89,957	\$89,957	\$89,957	\$89,957

G-8 EMERGENCY RESERVE (cash)

- G-8.1 Balance in Reserve Account, beginning of budget year
- G-8.2 Amount to be added to the reserve
- G-8.3 SUB-TOTAL
- G-8.4 Amount to be spent from Emergency Reserve (Cash)
- G-8.5 15 - Line 16)
- G-8.6 TOTAL TO BE SPENT

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
G-8.1				
G-8.2				
G-8.3	\$0	\$0	\$0	\$0
G-8.4				
G-8.5	\$0	\$0	\$0	\$0
G-8.6	\$0	\$0	\$0	\$0

G-9 Total Estimated Cash and Investments on Hand (including any reserves listed above)

G-10 Deductions:

- G-10.1 a. Unpaid bills at FYE
- G-10.2 b. Reserves
- G-10.3 **Total Deductions (a+b)**

G-11 Estimated cash available

G-12 Other Forecasted Revenues:

- G-12.1 a. Other past due-as estimated by Co. Treas.
- G-12.2 b. Other forecasted revenue (specify):
- G-12.3 _____
- G-12.4 _____
- G-12.5 _____
- G-12.6 Total Other Forecasted Revenue (a+b)

G-13 Total Cash Available and Forecasted Revenue

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
G-9				
G-10.1	\$39,840			
G-10.2	\$89,957	\$89,957	\$89,957	\$89,957
G-10.3	\$129,797	\$89,957	\$89,957	\$89,957
G-11	-\$129,797	-\$89,957	-\$89,957	-\$89,957
G-12.1				
G-12.2				
G-12.3				
G-12.4				
G-12.5				\$0
G-12.6	\$0	\$0	\$0	\$0
G-13	\$605,203	\$658,019	\$658,019	\$658,019

Final Budget

Basin Authority Child Support Enforcement

FYE 6/30/2016

NAME OF DISTRICT/BOARD

SCHEDULE H

DATA INPUT

Analysis of Additional Financial Support Required:

- H-1** Tax levy (for entities able to make levies)
- H-2** Other County Support
- H-3** Provision for tax shrinkage (Provided by County Treasurer)

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval

Form approved by Department of Audit, Public Funds Division

Final Budget

Basin Authority Child Support Enforcement

FYE 6/30/2016

NAME OF DISTRICT/BOARD

I-1 BUDGET MESSAGE

Big Horn Basin Child Support Enforcement (Basin Authority) is funded directly by the State of Wyoming for the purpose of child support enforcement services. Basin Authority's budget is approved by the Department of Family Services and is thus submitted as a final budget. The reserves being held are from years past when excess funds were not contractually required to be paid back to the State of Wyoming. For all current and future budgets, the contract with the State of Wyoming requires any excess funds at the end of the budget year and for that year to be paid back. The total of \$39,840.18 was paid back for the budget year ending June 2014.

Basin Authority is exclusively state funded and is not tax based in any manner. Basin Authority owns no real property or any property requiring a title. All property purchased by Basin Authority is property of the State of Wyoming.

Form approved by Department of Audit, Public Funds Division

Final Budget

Basin Authority Child Support Enforcement

16-Jul-15

NAME OF DISTRICT/BOARD

DATE OF BUDGET HEARING

6/30/2016

Third Floor Conference Room
420 West C Street, Basin, WY

10:00 AM

FISCAL YEAR ENDING

LOCATION OF BUDGET HEARING

TIME OF HEARING

FINAL BUDGET SUMMARY

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
S-1 Total Expenditures, Cash Requirements	\$696,138	\$747,976	\$747,976	\$747,976
S-2 Total to be added to Reserves	\$0	\$0	\$0	\$0
S-3 Total Cash and Forecasted Revenues	\$605,203	\$658,019	\$658,019	\$658,019
S-4 Additional Financial Support Required	\$90,935	\$89,957	\$89,957	\$89,957
S-5 Amount as approved by County Commissioners	\$0	\$0	\$0	\$0

Analysis of additional Financial Support Required:

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
S-6 Tax levy (for entities able to make levies)	\$0	\$0	\$0	\$0
S-7 Other County Support	\$0	\$0	\$0	\$0

Additional funding approved by:

County Commissioner

Date Approved _____

Big Horn Basin Child Support Enforcement (Basin Authority) is funded directly by the State of Wyoming for the purpose of child support enforcement services. Basin Authority's budget is approved by the Department of Family Services and is thus submitted as a final budget. The reserves being held are from years past when excess funds were not contractually required to be paid back to the State of Wyoming. For all current and future budgets, the contract with the State of Wyoming requires any excess funds at the end of the budget year and for that year to be paid back. The total of \$39,840.18 was paid back for the budget year ending June 2014.

Basin Authority is exclusively state funded and is not tax based in any manner. Basin Authority owns no real property or any property requiring a title. All property purchased by Basin Authority is property of the State of Wyoming.

Budget Officer / District Official (if not same as "Submitted by") _____ Date adopted by Special District _____

NAME OF DISTRICT/BOARD

CASH AND FORECASTED REVENUE

FORECASTED REVENUE

J-1 **Government Support**

J-2 **Operating Revenues**

J-3 **Grants**

J-4 **Miscellaneous:**

J-5 **Estimated Cash Available**

J-6 **Other Forecasted Revenue**

J-7 **Total Cash Available and Forecasted Revenue**

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$735,000	\$747,976	\$747,976	\$747,976
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
-\$129,797	-\$89,957	-\$89,957	-\$89,957
\$0	\$0	\$0	\$0
\$605,203	\$658,019	\$658,019	\$658,019

NAME OF DISTRICT/BOARD

ESTIMATED EXPENDITURES

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
J-8 Administration	\$12,448	\$10,800	\$10,800	\$10,800
J-9 Operations	\$486,919	\$528,412	\$528,412	\$528,412
J-10 Indirect Costs	\$196,770	\$208,764	\$208,764	\$208,764
J-11 Capital Outlay	\$0	\$0	\$0	\$0
J-12 Debt Service	\$0	\$0	\$0	\$0
J-13 Provision for Tax Shrinkage	\$0	\$0	\$0	\$0
J-14 Total Expenditures	\$696,138	\$747,976	\$747,976	\$747,976

SUMMARY OF RESERVE FUNDS

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
J-15 Beginning Balance in Reserve Accounts				
J-15.1 a. Depreciation Reserve	\$0	\$0	\$0	\$0
J-15.2 b. Other Reserve	\$89,957	\$89,957	\$89,957	\$89,957
J-15.3 c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
J-15.4 Total Reserves (a+b+c)	\$89,957	\$89,957	\$89,957	\$89,957
J-16 Amount to be added				
J-16.1 a. Depreciation Reserve	\$0	\$0	\$0	\$0
J-16.2 b. Other Reserve	\$0	\$0	\$0	\$0
J-16.3 c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
J-16.4 Total to be added (a+b+c)	\$0	\$0	\$0	\$0
J-17 Subtotal	\$89,957	\$89,957	\$89,957	\$89,957
J-18 Less Total to be spent	\$0	\$0	\$0	\$0
J-19 Total Reserves	\$89,957	\$89,957	\$89,957	\$89,957

PREPARED BY: Amy Brantz office of Cynthia M. Rank

DISTRICT ADDRESS: 1002 Sheridan Ave.
Cody, WY 82414

DISTRICT PHONE: 307-527-8840