Proposed 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

NAME OF DISTRICT/BOARD:	CROWN HILL CEMETERY DISTRICT	**YOUR NAME:**	DONNA STEWART
COUNTY:	PARK	**HEARING DATE:**	7/16/2015
DISTRICT ADDRESS:	678 LANE 9	**LOCATION OF HEARING:**	678 LANE 9
City, State, Zip	POWELL		
DISTRICT PHONE:	307-754-5220	**TIME OF HEARING:**	8:00PM
Fiscal Year Ending:	June 30, 2016		

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.

Proposed Budget

CROWN HILL CEMETERY DISTRICT

NAME OF DISTRICT/BOARD

FYE 6/30/2016

SCHEDULE B

ADMINISTRATION BUDGET

DATA INPUT

	ACTIVITY	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
B-1	**Personnel Services:**				
B-1.1	Administrator	$39,737	$40,930	$42,977	
B-1.2	Secretary				
B-1.3	Clerical	$21,819	$22,484	$23,608	
B-1.4	Other (Specify)				
B-1.5	Assistant Sexton	$28,230	$29,077	$30,531	
B-1.6					
B-2	**Board Expenses:**				
B-2.1	Travel	$0	$0	$500	
B-2.2	Mileage				
B-2.3	Other (Specify)				
B-2.4					
B-2.5					
B-3	**Contractual Services:**				
B-3.1	Legal	$1,650	$1,000	$2,000	
B-3.2	Accounting/Auditing	$790	$838	$1,500	
B-3.3	Other (Specify)				
B-3.4	Election Expense	$0	$96	$3,000	
B-3.5	Bonds	$230	$310	$400	
B-4	**Other:**				
B-4.1	Office Supplies	$1,547	$1,300	$2,000	
B-4.2	Office equipment, rent & repair	$360	$0	$5,000	
B-4.3	Education				
B-4.4	Registrations				
B-4.5	Other (Specify)				
B-4.6	Lots/Engravings	$1,675	$1,600	$2,500	
B-4.7	Utilities	$7,535	$7,750	$12,500	
B-5	**TOTAL ADMINISTRATION**	$103,573	$105,385	$126,516	

Form approved by Department of Audit, Public Funds Division

Proposed Budget

CROWN HILL CEMETERY DISTRICT

NAME OF DISTRICT/BOARD

FYE 6/30/2016

SCHEDULE C

OPERATIONS BUDGET

DATA INPUT

	ACTIVITY	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
C-1	**Personnel Services:**				
C-1.1	Wages--Operations	$26,915	$27,000	$35,000	
C-1.2	Service Contracts	$9,081	$12,000	$20,850	
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	Equipment Expense	$4,062	$5,100	$6,000	
C-3.2	Grounds Expense	$9,330	$9,400	$10,000	
C-3.3	Gas/Oil	$7,163	$7,000	$16,000	
C-3.4	Tools/Shop Supplies	$1,232	$2,000	$3,000	
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					
C-5.2					
C-5.3					
C-5.4					
C-6	**Other operations (Specify):**				
C-6.1					
C-6.2					
C-6.3					
C-6.4					
C-7	**TOTAL OPERATIONS**	$57,783	$62,500	$90,850	

Form approved by Department of Audit, Public Funds Division

Proposed Budget

CROWN HILL CEMETERY DISTRICT

NAME OF DISTRICT/BOARD

FYE 6/30/2016

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	$2,604	$1,385	$2,000	
D-1.2		Buildings and vehicles	$1,163	$2,979	$3,000	
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	$8,928	$9,145	$10,107	
D-2.2		Workers Compensation	$2,711	$3,060	$3,500	
D-2.3		Unemployment Taxes	$0	$0	$10,000	
D-2.4		Retirement	$13,051	$13,985	$14,700	
D-2.5		Health Insurance	$23,382	$20,940	$30,000	
D-2.6		Other (Specify)				
D-3	**Depreciation Expenses**					
D-4	**TOTAL INDIRECT COSTS**		$51,839	$51,494	$73,307	

Form approved by Department of Audit, Public Funds Division

Proposed Budget

CROWN HILL CEMETERY DISTRICT

NAME OF DISTRICT/BOARD

FYE 6/30/2016

SCHEDULE E

CAPITAL OUTLAY BUDGET

DATA INPUT

	ACTIVITY	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
E-1	**Capital Outlay**				
E-1.1	Real Property	$0	$7,985	$10,000	
E-1.2	Vehicles	$8,000	$7,200	$20,000	
E-1.3	Office Equipment				
E-1.4	Other (Specify)				
E-1.5	Grounds	$7,955	$20,000	$65,000	
E-1.6	Waterlines	$1,473	$5,000	$20,000	
E-2	**TOTAL CAPITAL OUTLAY**	$17,428	$40,185	$115,000	

Form approved by Department of Audit, Public Funds Division

Proposed Budget

CROWN HILL CEMETERY DISTRICT

NAME OF DISTRICT/BOARD

FYE 6/30/2016

SCHEDULE F

DEBT SERVICE BUDGET

DATA INPUT

	ACTIVITY	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
F-1	**Debt Service**				
F-1.1	Principal	NA	NA	NA	
F-1.2	Interest				
F-1.3	Fees				
F-2	**TOTAL DEBT SERVICE**	$0	$0	$0	

Form approved by Department of Audit, Public Funds Division

Proposed Budget

CROWN HILL CEMETERY DISTRICT — **FYE** 6/30/2016

NAME OF DISTRICT/BOARD

SCHEDULE G — **DATA INPUT**

			2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
	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	$0	$0	$0	
G-2	**Operating Revenues**					
G-2.1		Customer Charges	$7,850	$7,500	$7,500	
G-2.2		Sales of Goods or Services	$1,650	$2,550	$2,000	
G-2.3		Other Assessments				
G-2.4		Total Operating Revenues	$9,500	$10,050	$9,500	
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	
G-4	**Miscellaneous:**					
G-4.1		Interest	$371	$270	$250	
G-4.2		Other: Specify				
G-4.3		Other: Additional				
G-4.4		Total Miscellaneous	$371	$270	$250	
G-5	**Total Forecasted Revenue**		$9,871	$10,320	$9,750	

G-6 DEPRECIATION (REPLACEMENT) RESERVE

		2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
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	$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	
G-6.6	Account (Line 3 - Line 5)	$0	$0	$0	

G-7 OTHER RESERVE

		2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
G-7.1	Balance in Reserve Account, beginning of budget year	$2,180	$2,188	$2,195	
G-7.2	Amount to be added to the reserve	$8	$7		
G-7.3	SUB-TOTAL	$2,188	$2,195	$2,195	
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)	$0	$0	$0	
G-7.6	9 - Line 11)	$2,188	$2,195	$2,195	

G-8 EMERGENCY RESERVE (cash)

		2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
G-8.1	Balance in Reserve Account, beginning of budget year	$173,486	$173,767	$174,027	
G-8.2	Amount to be added to the reserve	$281	$260		
G-8.3	SUB-TOTAL	$173,767	$174,027	$174,027	
G-8.4	Amount to be spent from Emergency Reserve (Cash)				
G-8.5	15 - Line 16)	$173,767	$174,027	$174,027	
G-8.6	TOTAL TO BE SPENT	$0	$0	$0	

		2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
G-9	**Total Estimated Cash and Investments on Hand (including any reserves listed above)**	$390,205	$313,375	$313,375	
G-10	**Deductions:**				
G-10.1	a. Unpaid bills at FYE	$0	$0	$0	
G-10.2	b. Reserves	$175,955	$176,222	$176,222	
G-10.3	**Total Deductions (a+b)**	$175,955	$176,222	$176,222	
G-11	**Estimated cash available**	$214,250	$137,153	$137,153	
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)	$0	$0	$0	
G-13	**Total Cash Available and Forecasted Revenue**	$224,121	$147,473	$146,903	

Form approved by Department of Audit, Public Funds Division

Proposed Budget

CROWN HILL CEMETERY DISTRICT

NAME OF DISTRICT/BOARD

FYE 6/30/2016

SCHEDULE H

Analysis of Additional Financial Support Required:

DATA INPUT

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

Form approved by Department of Audit, Public Funds Division

Proposed Budget

CROWN HILL CEMETERY DISTRICT **FYE** 6/30/2016

NAME OF DISTRICT/BOARD

I-1 BUDGET MESSAGE

Total budget for fiscal year 2015-2016 is set at $405,673.00.

No large projects are planned within this budget year. No major changes to be explained in said buget.

Amount requested in addition to cash and additional forcasted revenue is $166,472.00.

Form approved by Department of Audit, Public Funds Division

Proposed Budget

CROWN HILL CEMETERY DISTRICT
NAME OF DISTRICT/BOARD

16-Jul-15
DATE OF BUDGET HEARING

6/30/2016
FISCAL YEAR ENDING

678 LANE 9
LOCATION OF BUDGET HEARING

8:00PM
TIME OF HEARING

PROPOSED BUDGET SUMMARY

		2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
S-1	**Total Expenditures, Cash Requirements**	$230,623	$259,564	$405,673	
S-2	**Total to be added to Reserves**	$289	$267	$0	
S-3	**Total Cash and Forecasted Revenues**	$224,121	$147,473	$146,903	
S-4	**Additional Financial Support Required**	$6,791	$112,358	$258,770	
S-5	**Amount as approved by County Commissioners**	$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	
S-7	**Other County Support**	$0	$0	$0	

Additional funding approved by:

County Commissioner

Date Approved

S-8

BUDGET MESSAGE

per W.S. 16-4-104(d)

Total budget for fiscal year 2015-2016 is set at $405,673.00.

No large projects are planned within this budget year. No major changes to be explained in said buget.

Amount requested in addition to cash and additional forcasted revenue is $166,472.00.

Date adopted by Special District _____

Budget Officer / District Official (if not same as "Submitted by")

CROWN HILL CEMETERY DISTRICT

NAME OF DISTRICT/BOARD

FYE 06/30/16

CASH AND FORECASTED REVENUE

FORECASTED REVENUE		2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
J-1	**Government Support**	$0	$0	$0	
J-2	**Operating Revenues**	$9,500	$10,050	$9,500	
J-3	**Grants**	$0	$0	$0	
J-4	**Miscellaneous:**	$371	$270	$250	
J-5	**Estimated Cash Available**	$214,250	$137,153	$137,153	
J-6	**Other Forecasted Revenue**	$0	$0	$0	
J-7	**Total Cash Available and Forecasted Revenue**	$224,121	$147,473	$146,903	

CROWN HILL CEMETERY DISTRICT

NAME OF DISTRICT/BOARD

FYE 06/30/16

ESTIMATED EXPENDITURES		2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
J-8	**Administration**	$103,573	$105,385	$126,516	
J-9	**Operations**	$57,783	$62,500	$90,850	
J-10	**Indirect Costs**	$51,839	$51,494	$73,307	
J-11	**Capital Outlay**	$17,428	$40,185	$115,000	
J-12	**Debt Service**	$0	$0	$0	
J-13	**Provision for Tax Shrinkage**	$0	$0	$0	
J-14	**Total Expenditures**	$230,623	$259,564	$405,673	

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	
J-15.2	b. Other Reserve	$2,180	$2,188	$2,195	
J-15.3	c. Emergency Reserve (Cash)	$173,486	$173,767	$174,027	
J-15.4	**Total Reserves (a+b+c)**	$175,666	$175,955	$176,222	
J-16	**Amount to be added**				
J-16.1	a. Depreciation Reserve	$0	$0	$0	
J-16.2	b. Other Reserve	$8	$7	$0	
J-16.3	c. Emergency Reserve (Cash)	$281	$260	$0	
J-16.4	**Total to be added (a+b+c)**	$289	$267	$0	
J-17	**Subtotal**	$175,955	$176,222	$176,222	
J-18	**Less Total to be spent**	$0	$0	$0	
J-19	**Total Reserves**	$175,955	$176,222	$176,222	

PREPARED BY: DONNA STEWART

DISTRICT ADDRESS: 678 LANE 9
POWELL

DISTRICT PHONE: 307-754-5220

Prepared in compliance with the Uniform Municipal Fiscal Procedures Act (W.S. 16-4-101 through 124) as it applies
Form approved by Department of Audit, Public Funds Division