

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: Riverside Cemetery District | YOUR NAME: Cheryl L. Welch |
| COUNTY: Park | HEARING DATE: 7/14/2015 |
| DISTRICT ADDRESS: 1721 Gulch St. | LOCATION OF HEARING: Riverside Cemetery Office |
| City, State, Zip: Cody, WY 82414 | |
| DISTRICT PHONE: (307) 587-6662 | TIME OF HEARING: 5:00 p.m. |
| 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.

- Please follow the steps below:
 - Download this as an Excel file and save to your computer.
 - 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.
 - 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.
- 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.**
- In places you are asked to identify a specific item, please describe it in detail for proposed budget.
- 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
- If you have ANY questions, or concerns, please contact the Public Funds Division at 307-777-7798.**

What's New:

- The **Schedule A Reserve Funds** Worksheet has been **moved** to Schedule G, the Cash and Forecasted Revenue page.
- 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

Riverside 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 | \$184,802 | \$195,000 | \$195,000 | |
| B-1.2 | Secretary | | | | |
| B-1.3 | Clerical | \$2,281 | \$5,000 | \$3,000 | |
| B-1.4 | Other (Specify) | | | | |
| B-1.5 | _____ | | | | |
| B-1.6 | _____ | | | | |
| B-2 | Board Expenses: | | | | |
| B-2.1 | Travel | | | | |
| B-2.2 | Mileage | | | | |
| B-2.3 | Other (Specify) | | | | |
| B-2.4 | Meetings, Trustee's Exp. | \$4,451 | \$5,000 | \$5,000 | |
| B-2.5 | _____ | | | | |
| B-3 | Contractual Services: | | | | |
| B-3.1 | Legal | \$6,347 | \$7,000 | \$5,000 | |
| B-3.2 | Accounting/Auditing | \$5,000 | \$5,000 | \$6,000 | |
| B-3.3 | Other (Specify) | | | | |
| B-3.4 | _____ | | | | |
| B-3.5 | _____ | | | | |
| B-4 | Other: | | | | |
| B-4.1 | Office Supplies | | | | |
| B-4.2 | Office equipment, rent & repair | \$3,345 | \$5,000 | \$5,000 | |
| B-4.3 | Education | \$1,614 | \$2,500 | \$2,500 | |
| B-4.4 | Registrations | \$150 | \$500 | \$500 | |
| B-4.5 | Other (Specify) | | | | |
| B-4.6 | _____ | | | | |
| B-4.7 | _____ | | | | |
| B-5 | TOTAL ADMINISTRATION | \$207,990 | \$225,000 | \$222,000 | |

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Riverside Cemetery District

FYE 6/30/2016

NAME OF DISTRICT/BOARD

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 | \$63,624 | \$70,000 | \$70,000 | |
| C-1.2 | Service Contracts | | | | |
| C-1.3 | Other (Specify) | | | | |
| C-1.4 | Building Repairs | \$769 | \$3,000 | \$3,000 | |
| C-1.5 | Equip. & Misc. Repairs | \$29,996 | \$35,000 | \$20,000 | |
| 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 | Office Supplies/Main./Rep | \$9,697 | \$10,200 | \$10,500 | |
| C-3.2 | Tools & Shop Supplies | \$11,033 | \$13,000 | \$13,000 | |
| C-3.3 | Hose & Water Line | \$9,912 | \$200,000 | \$50,000 | |
| C-3.4 | Fuel & Vehicle Maint. | \$19,650 | \$29,000 | \$30,000 | |
| C-4 | Program Services (List): | | | | |
| C-4.1 | Fertilizer & Weed Control | \$3,422 | \$5,000 | \$5,000 | |
| C-4.2 | Water | \$1,290 | \$1,500 | \$2,000 | |
| C-4.3 | Landscaping | \$4,332 | \$6,000 | \$6,000 | |
| C-4.4 | Grave Fill | \$7,033 | \$10,000 | \$10,000 | |
| C-5 | Contractual Arrangements (List): | | | | |
| C-5.1 | Utilities - Electric | \$22,296 | \$25,000 | \$25,000 | |
| C-5.2 | Utilities - Gas | \$4,777 | \$6,000 | \$6,000 | |
| C-5.3 | Telephone/Internet/Secur | \$7,246 | \$8,000 | \$8,000 | |
| C-5.4 | | | | | |
| C-6 | Other operations (Specify): | | | | |
| C-6.1 | Equip. Rental | \$1,930 | \$2,000 | \$1,000 | |
| C-6.2 | | | | | |
| C-6.3 | | | | | |
| C-6.4 | | | | | |
| C-7 | TOTAL OPERATIONS | \$197,007 | \$423,700 | \$259,500 | |

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Riverside Cemetery District
 NAME OF DISTRICT/BOARD

FYE 6/30/2016

SCHEDULE E
CAPITAL OUTLAY BUDGET

DATA INPUT

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 Streets/Off. Improvements

E-1.6 Engineering/Consulting

ACTIVITY

| 2013-2014 Actual | 2014-2015 Estimated | 2015-2016 Proposed | Final Approval |
|---------------------|------------------------|-----------------------|-------------------|
| \$85,442 | \$98,900 | \$244,500 | |
| \$217,898 | \$100,000 | \$100,000 | |
| | | \$50,000 | |
| \$32,568 | \$63,500 | \$33,000 | |
| \$67,002 | \$80,000 | \$80,000 | |
| | | | |
| \$402,910 | \$342,400 | \$507,500 | |

E-2 TOTAL CAPITAL OUTLAY

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Riverside Cemetery District
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 | |

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Riverside Cemetery District

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 | | | | |
| G-1.2 | \$1,235,025 | \$1,125,000 | \$1,125,000 | |
| G-1.3 | | | | |
| G-1.4 | | | | |
| G-1.5 | \$1,235,025 | \$1,125,000 | \$1,125,000 | |
| G-2 Operating Revenues | | | | |
| G-2.1 | \$23,075 | \$25,000 | \$25,000 | |
| G-2.2 | | \$3,000 | \$6,000 | |
| G-2.3 | | \$4,000 | \$5,000 | |
| G-2.4 | \$23,075 | \$32,000 | \$36,000 | |
| G-3 Grants | | | | |
| G-3.1 | | | | |
| G-3.2 | | | | |
| G-3.3 | | | | |
| G-3.4 | \$0 | \$0 | \$0 | |
| G-4 Miscellaneous: | | | | |
| G-4.1 | \$4,045 | \$5,000 | \$5,000 | |
| G-4.2 | | | | |
| G-4.3 | | | | |
| G-4.4 | \$4,045 | \$5,000 | \$5,000 | |
| G-5 | \$1,262,145 | \$1,162,000 | \$1,166,000 | |

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. Street Sweeper _____
 - 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 | \$213,881 | \$597,881 | \$597,881 | |
| G-6.2 | \$540,000 | \$50,000 | \$100,000 | |
| G-6.3 | \$753,881 | \$647,881 | \$697,881 | |
| G-6.4 | | | | |
| G-6.4 | \$156,000 | \$50,000 | \$50,000 | |
| G-6.4 | | | | |
| G-6.4 | | | | |
| G-6.5 | \$156,000 | \$50,000 | \$50,000 | |
| G-6.6 | \$597,881 | \$597,881 | \$647,881 | |

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. Riverside/Graham Road
 - 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 |
|--|---------------------|------------------------|-----------------------|----------------|
| | \$842,167 | \$1,053,167 | \$430,167 | |
| | \$256,000 | \$100,000 | \$600,000 | |
| | \$1,098,167 | \$1,153,167 | \$1,030,167 | |
| | | | \$1,000,000 | |
| | \$45,000 | \$723,000 | | |
| | | | | |
| | \$45,000 | \$723,000 | \$1,000,000 | |
| | \$1,053,167 | \$430,167 | \$30,167 | |

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 |
|--|---------------------|------------------------|-----------------------|----------------|
| | \$445,000 | \$545,000 | \$516,000 | |
| | \$100,000 | \$21,000 | \$100,000 | |
| | \$545,000 | \$566,000 | \$616,000 | |
| | | \$50,000 | \$0 | |
| | \$545,000 | \$516,000 | \$616,000 | |
| | \$201,000 | \$823,000 | \$1,050,000 | |

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 |
|--|---------------------|------------------------|-----------------------|----------------|
| | | | | |
| | \$1,501,048 | \$2,196,048 | \$102,000 | |
| | \$2,196,048 | \$1,544,048 | \$1,294,048 | |
| | \$3,697,096 | \$3,740,096 | \$1,396,048 | |
| | -\$3,697,096 | -\$3,740,096 | -\$1,396,048 | |
| | | | | |
| | | | | |
| | | | | |
| | \$0 | \$0 | \$0 | |
| | -\$2,434,951 | -\$2,578,096 | -\$230,048 | |

Proposed Budget

Riverside Cemetery District

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 |
|--|---------------------|------------------------|-----------------------|-------------------|
| | \$1,235,025 | \$1,125,000 | \$1,125,000 | |
| | | | | |
| | | | | |

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Riverside Cemetery District
NAME OF DISTRICT/BOARD

FYE 6/30/2016

I-1 BUDGET MESSAGE

This year the board would like to request the full 3 mills again. We are beginning another phase of construction at the Riverside-Graham Cemetery which entails roads, curb and gutter, surveying, etc. which will be close to \$1,000,000. We also have plans to build a columbarium at that cemetery due to the success of the one that was built last year at Riverside Cemetery.

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Riverside Cemetery District
NAME OF DISTRICT/BOARD

14-Jul-15
DATE OF BUDGET HEARING

6/30/2016
FISCAL YEAR ENDING

Riverside Cemetery Office
LOCATION OF BUDGET HEARING

5:00 p.m.
TIME OF HEARING

PROPOSED BUDGET SUMMARY

| | 2013-2014 Actual | 2014-2015 Estimated | 2015-2016 Proposed | Final Approval |
|---|---------------------|------------------------|-----------------------|-------------------|
| S-1 Total Expenditures, Cash Requirements | \$923,039 | \$1,125,000 | \$1,127,000 | |
| S-2 Total to be added to Reserves | \$896,000 | \$171,000 | \$800,000 | |
| S-3 Total Cash and Forecasted Revenues | -\$2,434,951 | -\$2,578,096 | -\$230,048 | |
| S-4 Additional Financial Support Required | \$4,253,990 | \$3,874,096 | \$2,157,048 | |
| S-5 Amount as approved by County Commissioners | \$1,235,025 | \$1,125,000 | \$1,125,000 | |

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) | \$1,235,025 | \$1,125,000 | \$1,125,000 | |
| S-7 Other County Support | \$0 | \$0 | \$0 | |

Additional funding approved by:

 County Commissioner

Date Approved _____

This year the board would like to request the full 3 mills again. We are beginning another phase of construction at the Riverside-Graham Cemetery which entails roads, curb and gutter, surveying, etc. which will be close to \$1,000,000. We also have plans to build a columbarium at that cemetery due to the success of the one that was built last year at Riverside Cemetery.

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 |
|---------------------|------------------------|-----------------------|-------------------|
| \$1,235,025 | \$1,125,000 | \$1,125,000 | |
| \$23,075 | \$32,000 | \$36,000 | |
| \$0 | \$0 | \$0 | |
| \$4,045 | \$5,000 | \$5,000 | |
| -\$3,697,096 | -\$3,740,096 | -\$1,396,048 | |
| \$0 | \$0 | \$0 | |
| -\$2,434,951 | -\$2,578,096 | -\$230,048 | |

ESTIMATED EXPENDITURES

| | 2013-2014 Actual | 2014-2015 Estimated | 2015-2016 Proposed | Final Approval |
|----------------------------------|---------------------|------------------------|-----------------------|-------------------|
| J-8 Administration | \$207,990 | \$225,000 | \$222,000 | |
| J-9 Operations | \$197,007 | \$423,700 | \$259,500 | |
| J-10 Indirect Costs | \$115,132 | \$133,900 | \$138,000 | |
| J-11 Capital Outlay | \$402,910 | \$342,400 | \$507,500 | |
| J-12 Debt Service | \$0 | \$0 | \$0 | |
| J-13 Provision for Tax Shrinkage | \$0 | \$0 | \$0 | |
| J-14 Total Expenditures | \$923,039 | \$1,125,000 | \$1,127,000 | |

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 | \$213,881 | \$597,881 | \$597,881 | |
| J-15.2 b. Other Reserve | \$842,167 | \$1,053,167 | \$430,167 | |
| J-15.3 c. Emergency Reserve (Cash) | \$445,000 | \$545,000 | \$516,000 | |
| J-15.4 Total Reserves (a+b+c) | \$1,501,048 | \$2,196,048 | \$1,544,048 | |
| J-16 Amount to be added | | | | |
| J-16.1 a. Depreciation Reserve | \$540,000 | \$50,000 | \$100,000 | |
| J-16.2 b. Other Reserve | \$256,000 | \$100,000 | \$600,000 | |
| J-16.3 c. Emergency Reserve (Cash) | \$100,000 | \$21,000 | \$100,000 | |
| J-16.4 Total to be added (a+b+c) | \$896,000 | \$171,000 | \$800,000 | |
| J-17 Subtotal | \$2,397,048 | \$2,367,048 | \$2,344,048 | |
| J-18 Less Total to be spent | \$201,000 | \$823,000 | \$1,050,000 | |
| J-19 Total Reserves | \$2,196,048 | \$1,544,048 | \$1,294,048 | |

PREPARED BY: Cheryl L. Welch _____

DISTRICT ADDRESS: 1721 Gulch St.

 Cody, WY 82414

DISTRICT PHONE: (307) 587-6662 _____