

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: Shoshone Recreation District	YOUR NAME: Rick Manchester, Director
COUNTY: Park County	HEARING DATE: July 15, 2015
DISTRICT ADDRESS: P.O. Box 1531	LOCATION OF HEARING: Paul Stock Aquatic & Rec Center
City, State, Zip: Cody, WY 82414	
DISTRICT PHONE: (307) 527-3484	TIME OF HEARING: 8:00 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

Shoshone Recreation 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				
B-1.2	Secretary				
B-1.3	Clerical				
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	Administration Costs	\$3,888	\$4,000	\$4,000	
B-2.5	_____				
B-3	Contractual Services:				
B-3.1	Legal				
B-3.2	Accounting/Auditing				
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				
B-4.3	Education				
B-4.4	Registrations				
B-4.5	Other (Specify)				
B-4.6	_____				
B-4.7	_____				
B-5	TOTAL ADMINISTRATION	\$3,888	\$4,000	\$4,000	

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Shoshone Recreation District

FYE 6/30/2016

NAME OF DISTRICT/BOARD _____

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 Advertising
- C-3.4 _____

C-4 Program Services (List):

- C-4.1 Activities
- 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 Recognition award
- C-6.2 Unanticipated capital
- C-6.3 Unanticipated future need
- C-6.4 Transfer to City

C-7 TOTAL OPERATIONS

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$9,047	\$0	\$0	
\$288	\$1,000	\$3,000	
\$2,178	\$1,500	\$5,000	
\$209	\$250	\$400	
\$751	\$1,000	\$1,500	
\$92,706	\$183,570	\$254,100	
\$376	\$2,500	\$3,500	
\$100,000	\$0	\$0	
\$1,989	\$2,000	\$5,000	
\$195,124	\$143,390	\$156,411	
\$402,668	\$335,210	\$428,911	

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Shoshone Recreation 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 Exercise equipment

E-1.6 Rec Center project

E-1.7 see additional details

E-2 TOTAL CAPITAL OUTLAY

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$43,000			
\$15,000			
\$10,020	\$4,462	\$10,000	
\$12,661	\$64,000	\$637,871	
\$80,681	\$68,462	\$647,871	

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Shoshone Recreation 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

Shoshone Recreation District
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2016

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
	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	

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
	\$0	\$0	\$0	
	\$0	\$0	\$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
	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	

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
	\$250,000	\$250,000	\$250,000	
			\$2,608	
	\$250,000	\$250,000	\$252,608	
	\$250,000	\$250,000	\$252,608	
	\$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
	\$920,192	\$878,581	\$913,207	
	\$250,000	\$250,000	\$252,608	
	\$250,000	\$250,000	\$252,608	
	\$670,192	\$628,581	\$660,599	
	\$0	\$0	\$0	
	\$670,192	\$628,581	\$660,599	

Proposed Budget

Shoshone Recreation 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
\$446,717	\$442,798	\$420,658	

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Shoshone Recreation District
NAME OF DISTRICT/BOARD

FYE 6/30/2016

I-1 BUDGET MESSAGE

The 2015/16 Shoshone Recreation District (SRD) budget includes funding for general recreation purposes for residents of Park County School District #6. General recreation purposes are budgeted in the budget section identified as Schedule C – Operation Budget – Program Services, Activities. The SRD provides financial grants to nonprofit organizations that develop and coordinate general recreational opportunities to all levels of participants and recreational quests. The SRD provides financial support for items such as equipment and playing fields or areas. Generally as a rule, the SRD does not fund wages. This SRD policy is regularly challenged by groups requesting operational dollars including wages.

The SRD budget provides funding for improving facilities that are used for recreational pursuits such as ice arena and skiing facilities. Projects are budgeted for assisting in new construction of recreational facilities such as public tennis courts. Developing and maintaining projects are important to the SRD. The SRD encourages development of adequate facilities such as bike parks, biking and hiking trails, parks, tennis courts, gymnastics facilities, and outdoor courts for racquetball and pickle ball. The SRD Board is leading projects that are in various stages of planning and development.

The SRD Board feels a duty to maintain a financial reserve of not less than \$250,000. The reserve is in case of no additional revenue or annual funding to the SRD. In that case, the reserve will be used on one more year of Program Services, Activities. \$250,000 represents twelve months of providing financial grants to recreation organizations. It is important in that the groups providing the services will have at least twelve months of developing new strategies to continue with their mission.

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Shoshone Recreation District

July 15, 2015

NAME OF DISTRICT/BOARD

DATE OF BUDGET HEARING

6/30/2016

Paul Stock Aquatic & Rec Center

8:00 P.M.

FISCAL YEAR ENDING

LOCATION OF BUDGET HEARING

TIME OF HEARING

PROPOSED BUDGET SUMMARY

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
S-1 Total Expenditures, Cash Requirements	\$487,976	\$408,172	\$1,081,282	
S-2 Total to be added to Reserves	\$0	\$0	\$2,608	
S-3 Total Cash and Forecasted Revenues	\$670,192	\$628,581	\$660,599	
S-4 Additional Financial Support Required	\$0	\$0	\$423,291	
S-5 Amount as approved by County Commissioners	\$446,717	\$442,798	\$420,658	

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)	\$446,717	\$442,798	\$420,658	
S-7 Other County Support	\$0	\$0	\$0	

Additional funding approved by:

County Commissioner

Date Approved _____

The 2015/16 Shoshone Recreation District (SRD) budget includes funding for general recreation purposes for residents of Park County School District #6. General recreation purposes are budgeted in the budget section identified as Schedule C – Operation Budget – Program Services, Activities. The SRD provides financial grants to nonprofit organizations that develop and coordinate general recreational opportunities to all levels of participants and recreational quests. The SRD provides financial support for items such as equipment and playing fields or areas. Generally as a rule, the SRD does not fund wages. This SRD policy is regularly challenged by groups requesting operational dollars including wages.

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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
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$670,192	\$628,581	\$660,599	
\$0	\$0	\$0	
\$670,192	\$628,581	\$660,599	

NAME OF DISTRICT/BOARD

ESTIMATED EXPENDITURES

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
J-8 Administration	\$3,888	\$4,000	\$4,000	
J-9 Operations	\$402,668	\$335,210	\$428,911	
J-10 Indirect Costs	\$739	\$500	\$500	
J-11 Capital Outlay	\$80,681	\$68,462	\$647,871	
J-12 Debt Service	\$0	\$0	\$0	
J-13 Provision for Tax Shrinkage	\$0	\$0	\$0	
J-14 Total Expenditures	\$487,976	\$408,172	\$1,081,282	

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	\$0	\$0	\$0	
J-15.3 c. Emergency Reserve (Cash)	\$250,000	\$250,000	\$250,000	
J-15.4 Total Reserves (a+b+c)	\$250,000	\$250,000	\$250,000	
J-16 Amount to be added				
J-16.1 a. Depreciation Reserve	\$0	\$0	\$0	
J-16.2 b. Other Reserve	\$0	\$0	\$0	
J-16.3 c. Emergency Reserve (Cash)	\$0	\$0	\$2,608	
J-16.4 Total to be added (a+b+c)	\$0	\$0	\$2,608	
J-17 Subtotal	\$250,000	\$250,000	\$252,608	
J-18 Less Total to be spent	\$0	\$0	\$0	
J-19 Total Reserves	\$250,000	\$250,000	\$252,608	

PREPARED BY: Rick Manchester, Director

DISTRICT ADDRESS: P.O. Box 1531
Cody, WY 82414

DISTRICT PHONE: (307) 527-3484

