

## Proposed Budget

| Powell Valley Community Education/ Park County School District #1 BOCES |                               |
|---|-------------------------------|
| Budget Hearing Information  |                               |
| 231 W. 6th Street   | Location: NWC CTD Classroom   |
| Powell, WY 82435  | Date: 7/14/2016               |
| 307-754-6061  | Time: 7:00 p.m.               |
| Park  | Budget Prepared by: Anna Sapp |

| S-1  | BUDGET MESSAGE | W.S. 16-4-104(d) |
|--|----------------|------------------|
| <p>This budget document presents a standard operations budget for PVCE FY 2017 which reflects income and expenditures which parallel current PVCE operations. The proposed budget totals \$117,682.67. These figures are based on a Park County School District #1 FY 2017 valuation of \$192,725,347. The budget uses .375 mill which is expected to generate \$72,272.. Additional operating funds to balance the budget will come from reserve accounts per FY 2016 Board direction. (see minutes FY 2016 Budget adoption). Changes in management, staffing and operations expenses reflect an MOU for management services which will create economies of scale and strengthen partnerships allowing the PVCE to do more for its constituent community. Line items for vehicle insurance/liability, Accounting, Licenses, and Permits and Telephone have been zeroed as these items will be furnished by NWC. An administrative fee line item has been added.</p> |                |                  |

### PROPOSED BUDGET SUMMARY

| OVERVIEW  | 2014-2015<br>Actual | 2015-2016<br>Estimated | 2016-2017<br>Proposed | Pending<br>Approval |
|---|---------------------|------------------------|-----------------------|---------------------|
| S-1 <b>Total Budgeted Expenditures</b>                | \$139,269           | \$121,038              | \$117,863             | \$117,863           |
| S-2 <b>Total Principal to Pay on Debt</b>             | \$0                 | \$0                    | \$0                   | \$0                 |
| S-3 <b>Total Change to Restricted Funds</b>           | \$0                 | \$0                    | -\$24,090             | -\$24,090           |
| S-4 <b>Total General Fund and Forecasted Revenues</b> | \$267,923           | \$288,270              | \$254,008             | \$254,008           |
| S-5 <i>Amount requested from County Commissioners</i> | \$92,924            | \$97,999               | \$72,272              | \$72,272            |
| S-6 <b>Additional Funding Needed :</b>                |                     |                        | <b>\$0</b>            | <b>\$0</b>          |

| REVENUE SUMMARY  | 2014-2015<br>Actual | 2015-2016<br>Estimated | 2016-2017<br>Proposed | Pending<br>Approval |
|--|---------------------|------------------------|-----------------------|---------------------|
| S-7 <b>Operating Revenues</b>                          | \$23,723            | \$18,049               | \$21,500              | \$21,500            |
| S-8 <b>Tax levy (From the County Treasurer)</b>        | \$92,924            | \$97,999               | \$72,272              | \$72,272            |
| S-9 <b>Government Support</b>                          | \$0                 | \$0                    | \$0                   | \$0                 |
| S-10 <b>Grants</b>                                     | \$0                 | \$0                    | \$0                   | \$0                 |
| S-11 <b>Other County Support (Not from Co. Treas.)</b> | \$0                 | \$0                    | \$0                   | \$0                 |
| S-12 <b>Miscellaneous</b>                              | \$1,139             | \$579                  | \$0                   | \$0                 |
| S-13 <b>Other Forecasted Revenue</b>                   | \$18,815            | \$33,618               | \$24,090              | \$24,090            |
| S-14 <b>Total Revenue</b>                              | \$136,601           | \$150,245              | \$117,862             | \$117,862           |

| <b>EXPENDITURE SUMMARY</b> |                                  | 2014-2015<br>Actual | 2015-2016<br>Estimated | 2016-2017<br>Proposed | Pending<br>Approval |
|----------------------------|----------------------------------|---------------------|------------------------|-----------------------|---------------------|
| S-15                       | <b>Capital Outlay</b>            | \$2,804             | \$139                  | \$1,109               | \$1,109             |
| S-16                       | <b>Interest and Fees On Debt</b> | \$0                 | \$0                    | \$0                   | \$0                 |
| S-17                       | <b>Administration</b>            | \$78,007            | \$68,356               | \$39,384              | \$39,384            |
| S-18                       | <b>Operations</b>                | \$30,015            | \$25,301               | \$48,241              | \$48,241            |
| S-19                       | <b>Indirect Costs</b>            | \$28,443            | \$27,242               | \$29,129              | \$29,129            |
| S-20                       | <b>Total Expenditures</b>        | \$139,269           | \$121,038              | \$117,863             | \$117,863           |

| <b>DEBT SUMMARY</b> |                               | 2014-2015<br>Actual | 2015-2016<br>Estimated | 2016-2017<br>Proposed | Pending<br>Approval |
|---------------------|-------------------------------|---------------------|------------------------|-----------------------|---------------------|
| S-21                | <b>Principal Paid on Debt</b> | \$0                 | \$0                    | \$0                   | \$0                 |

| <b>CASH AND INVESTMENTS</b> |                            | 2014-2015<br>Actual | 2015-2016<br>Estimated | 2016-2017<br>Proposed | Pending<br>Approval |
|-----------------------------|----------------------------|---------------------|------------------------|-----------------------|---------------------|
| S-22                        | <b>TOTAL GENERAL FUNDS</b> | \$131,322           | \$138,025              | \$136,146             | \$136,146           |

**Summary of Reserve Funds**

|      |  |           |           |           |           |
|------|--|-----------|-----------|-----------|-----------|
| S-23 | <b>Beginning Balance in Reserve Accounts</b> |           |           |           |           |
| S-24 | a. Depreciation Reserve                      | \$0       | \$0       | \$0       | \$0       |
| S-25 | b. Other Reserve                             | \$160,000 | \$189,565 | \$168,655 | \$168,655 |
| S-26 | c. Emergency Reserve (Cash)                  | \$0       | \$0       | \$0       | \$0       |
|      | <b>Total Reserves (a+b+c)</b>                | \$160,000 | \$189,565 | \$168,655 | \$168,655 |
| S-27 | <b>Amount to be added</b>                    |           |           |           |           |
| S-28 | a. Depreciation Reserve                      | \$0       | \$0       | \$0       | \$0       |
| S-29 | b. Other Reserve                             | \$0       | \$0       | \$0       | \$0       |
| S-30 | c. Emergency Reserve (Cash)                  | \$0       | \$0       | \$0       | \$0       |
|      | <b>Total to be added (a+b+c)</b>             | \$0       | \$0       | \$0       | \$0       |
| S-31 | <b>Subtotal</b>                              | \$160,000 | \$189,565 | \$168,655 | \$168,655 |
| S-32 | <b>Less Total to be spent</b>                | \$0       | \$0       | \$24,090  | \$24,090  |
| S-33 | <b>TOTAL RESERVES AT END OF FISCAL YEAR</b>  | \$160,000 | \$189,565 | \$144,565 | \$144,565 |

*End of Summary*

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

Date adopted by Special District \_\_\_\_\_

**DISTRICT ADDRESS:** 231 W. 6th Street  
Powell, WY 82435

**PREPARED BY:** Anna Sapp

**DISTRICT PHONE:** 307-754-6061

*Prepared in compliance with the Uniform Municipal Fiscal Procedures Act (W.S. 16-4-101 through 124) as it applies.*

*Form approved by Wyoming Department of Audit, Public Funds Division*







# Proposed Budget

Powell Valley Community Education/ Park County School

FYE 6/30/2017

## OPERATIONS BUDGET

|             |  |  | 2014-2015<br>Actual | 2015-2016<br>Estimated | 2016-2017<br>Proposed | Pending<br>Approval |
|-------------|--|--|---------------------|------------------------|-----------------------|---------------------|
| <b>E-7</b>  | <b>Personnel Services</b>              |  |                     |                        |                       |                     |
| E-7.1       | Wages--Operations                      |  |                     |                        |                       |                     |
| E-7.2       | Service Contracts                      |  | \$8,221             | \$3,891                | \$12,400              | \$12,400            |
| E-7.3       | Other (Specify)                        |  |                     |                        |                       |                     |
| E-7.4       | _____                                  |  |                     |                        |                       |                     |
| E-7.5       | _____                                  |  |                     |                        |                       |                     |
| E-7.6       | _____                                  |  |                     |                        |                       |                     |
| <b>E-8</b>  | <b>Travel</b>                          |  |                     |                        |                       |                     |
| E-8.1       | Mileage                                |  |                     | \$522                  |                       |                     |
| E-8.2       | Other (Specify)                        |  |                     |                        |                       |                     |
| E-8.3       | Convention-travel/training             |  | \$1,995             | \$244                  | \$3,700               | \$3,700             |
| E-8.4       | Vehicle Expense                        |  | -\$260              | \$1,252                |                       |                     |
| E-8.5       | _____                                  |  |                     |                        |                       |                     |
| <b>E-9</b>  | <b>Operating supplies (List)</b>       |  |                     |                        |                       |                     |
| E-9.1       | Supplies-edu                           |  | \$1,126             | \$432                  | \$1,100               | \$1,100             |
| E-9.2       | Program Class supplies                 |  | \$1,693             | \$1,095                | \$8,000               | \$8,000             |
| E-9.3       | Food-programs                          |  | \$100               | \$384                  | \$400                 | \$400               |
| E-9.4       | Licenses and Fees                      |  |                     | \$159                  |                       |                     |
| E-9.5       | _____                                  |  |                     |                        |                       |                     |
| <b>E-10</b> | <b>Program Services (List)</b>         |  |                     |                        |                       |                     |
| E-10.1      | Catalog Costs, Promotion               |  | \$12,503            | \$8,568                | \$8,950               | \$8,950             |
| E-10.2      | Promo for Catalog                      |  | \$300               | \$360                  | \$882                 | \$882               |
| E-10.3      | _____                                  |  |                     |                        |                       |                     |
| E-10.4      | _____                                  |  |                     |                        |                       |                     |
| E-10.5      | _____                                  |  |                     |                        |                       |                     |
| <b>E-11</b> | <b>Contractual Arrangements (List)</b> |  |                     |                        |                       |                     |
| E-11.1      | Telephone - cell                       |  | \$462               | \$708                  |                       |                     |
| E-11.2      | Contract Labor                         |  |                     | \$599                  | \$800                 | \$800               |
| E-11.3      | Community Survey Project               |  |                     | \$5,000                | \$7,709               | \$7,709             |
| E-11.4      | Administration Fee                     |  |                     |                        |                       |                     |
| E-11.5      | _____                                  |  |                     |                        |                       |                     |
| <b>E-12</b> | <b>Other operations (Specify)</b>      |  |                     |                        |                       |                     |
| E-12.1      | Advertising Programs                   |  | \$1,425             |                        | \$1,650               | \$1,650             |
| E-12.2      | Publications and Member                |  |                     | \$590                  | \$1,000               | \$1,000             |
| E-12.3      | Postage                                |  | \$1,391             | \$1,497                | \$1,650               | \$1,650             |
| E-12.4      | Computer Equipment                     |  | \$1,059             |                        |                       |                     |
| E-12.5      | _____                                  |  |                     |                        |                       |                     |
| <b>E-13</b> | <b>TOTAL OPERATIONS</b>                |  | <b>\$30,015</b>     | <b>\$25,301</b>        | <b>\$48,241</b>       | <b>\$48,241</b>     |

# Proposed Budget

## INDIRECT COSTS BUDGET

|             |                                |  | 2014-2015<br>Actual | 2015-2016<br>Estimated | 2016-2017<br>Proposed | Pending<br>Approval |
|-------------|--------------------------------|--|---------------------|------------------------|-----------------------|---------------------|
| <b>E-14</b> | <b>Insurance</b>               |  |                     |                        |                       |                     |
| E-14.1      | Liability                      |  | \$290               | \$234                  |                       |                     |
| E-14.2      | Buildings and vehicles         |  |                     |                        |                       |                     |
| E-14.3      | Equipment                      |  |                     |                        |                       |                     |
| E-14.4      | Other (Specify)                |  |                     |                        |                       |                     |
| E-14.5      | Vehicle                        |  | \$618               | \$563                  |                       |                     |
| E-14.6      | _____                          |  |                     |                        |                       |                     |
| E-14.7      | _____                          |  |                     |                        |                       |                     |
| <b>E-15</b> | <b>Indirect payroll costs:</b> |  |                     |                        |                       |                     |
| E-15.1      | FICA (Social Security) taxes   |  | \$5,531             | \$4,723                | \$2,489               | \$2,489             |
| E-15.2      | Workers Compensation           |  | \$1,926             | \$1,617                | \$1,915               | \$1,915             |
| E-15.3      | Unemployment Taxes             |  |                     |                        |                       |                     |
| E-15.4      | Retirement                     |  | \$10,517            | \$10,068               | \$4,738               | \$4,738             |
| E-15.5      | Health Insurance               |  | \$9,436             | \$9,907                | \$19,887              | \$19,887            |
| E-15.6      | Other (Specify)                |  |                     |                        |                       |                     |
| E-15.7      | Life/AD&D                      |  | \$125               | \$130                  | \$100                 | \$100               |
| E-15.8      | _____                          |  |                     |                        |                       |                     |
| E-15.9      | _____                          |  |                     |                        |                       |                     |
| <b>E-16</b> | <b>Depreciation Expenses</b>   |  |                     |                        |                       |                     |
| <b>E-17</b> | <b>TOTAL INDIRECT COSTS</b>    |  | <b>\$28,443</b>     | <b>\$27,242</b>        | <b>\$29,129</b>       | <b>\$29,129</b>     |

## DEBT SERVICE BUDGET

|            |                           |  | 2014-2015<br>Actual | 2015-2016<br>Estimated | 2016-2017<br>Proposed | Pending<br>Approval |
|------------|---------------------------|--|---------------------|------------------------|-----------------------|---------------------|
| <b>D-1</b> | <b>Debt Service</b>       |  |                     |                        |                       |                     |
| D-1.1      | Principal                 |  |                     |                        |                       |                     |
| D-1.2      | Interest                  |  |                     |                        |                       |                     |
| D-1.3      | Fees                      |  |                     |                        |                       |                     |
| <b>D-2</b> | <b>TOTAL DEBT SERVICE</b> |  | <b>\$0</b>          | <b>\$0</b>             | <b>\$0</b>            | <b>\$0</b>          |

# Proposed Budget

Powell Valley Community Education/ Park County Sch  
**NAME OF DISTRICT/BOARD**

FYE 6/30/2017

## GENERAL FUNDS

|            |   | 2014-2015<br>Actual | 2015-2016<br>Estimated | 2016-2017<br>Proposed | Pending<br>Approval |
|------------|---|---------------------|------------------------|-----------------------|---------------------|
| <b>C-1</b> | <b>Balances at Beginning of Fiscal Year</b>         |                     |                        |                       |                     |
| C-1.1      | General Fund Checking Account Balance               | \$10,832            | \$20,204               | \$68,000              | \$68,000            |
| C-1.2      | Savings and Investments Account Balance             | \$120,490           | \$117,821              | \$68,146              | \$68,146            |
| C-1.3      | General Fund CD Balance                             |                     |                        |                       |                     |
| C-1.4      | All Other Funds                                     |                     |                        |                       |                     |
| C-1.5      | Reserves (From Below)                               | \$160,000           | \$189,565              | \$144,565             | \$144,565           |
| C-1.6      | <b>Total Estimated Cash and Investments on Hand</b> | <b>\$291,322</b>    | <b>\$327,590</b>       | <b>\$280,711</b>      | <b>\$280,711</b>    |
| <b>C-2</b> | <b>General Fund Reductions:</b>                     |                     |                        |                       |                     |
| C-2.1      | a. Unpaid bills at FYE                              |                     |                        |                       |                     |
| C-2.2      | b. Reserves   | \$160,000           | \$189,565              | \$144,565             | \$144,565           |
| C-2.3      | <b>Total Deductions (a+b)</b>                       | <b>\$160,000</b>    | <b>\$189,565</b>       | <b>\$144,565</b>      | <b>\$144,565</b>    |
| C-2.4      | <b>Estimated Non-Restricted Funds Available</b>     | <b>\$131,322</b>    | <b>\$138,025</b>       | <b>\$136,146</b>      | <b>\$136,146</b>    |

## DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

|            |  | 2014-2015<br>Actual | 2015-2016<br>Estimated | 2016-2017<br>Proposed | Pending<br>Approval |
|------------|--|---------------------|------------------------|-----------------------|---------------------|
| <b>C-3</b> | <b>Beginning Balance in Reserve Account (end of previous year)</b> |                     |                        |                       |                     |
| C-3.1      | Beginning Balance in Reserve Account (end of previous year)        |                     |                        |                       |                     |
| C-3.2      | <i>Date of Reserve Approval in Minutes:</i> _____                  |                     |                        |                       |                     |
| C-3.3      | Amount to be added to the reserve                                  |                     |                        |                       |                     |
| C-3.4      | <i>Date of Reserve Approval in Minutes:</i> _____                  |                     |                        |                       |                     |
| C-3.5      | <b>SUB-TOTAL</b>   | <b>\$0</b>          | <b>\$0</b>             | <b>\$0</b>            | <b>\$0</b>          |
| C-3.6      | Identify the amount to be spent from "Reserve for Capital Outlay"  |                     |                        |                       |                     |
| C-3.7      | a. _____   |                     |                        |                       |                     |
| C-3.8      | b. _____   |                     |                        |                       |                     |
| C-3.9      | c. _____   |                     |                        |                       |                     |
| C-3.10     | <i>Date of Reserve Approval in Minutes:</i> _____                  |                     |                        |                       |                     |
| C-3.11     | <b>TOTAL CAPITAL OUTLAY (a+b+c)</b>                                | <b>\$0</b>          | <b>\$0</b>             | <b>\$0</b>            | <b>\$0</b>          |
| C-3.12     | Balance to be retained in Depreciation Reserve Account             | \$0                 | \$0                    | \$0                   | \$0                 |

## OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

|            |  | 2014-2015<br>Actual | 2015-2016<br>Estimated | 2016-2017<br>Proposed | Pending<br>Approval |
|------------|--|---------------------|------------------------|-----------------------|---------------------|
| <b>C-4</b> | <b>Beginning Balance in Reserve Account (end of previous year)</b> |                     |                        |                       |                     |
| C-4.1      | Beginning Balance in Reserve Account (end of previous year)        | \$160,000           | \$189,565              | \$168,655             | \$168,655           |
| C-4.2      | <i>Date of Reserve Approval in Minutes:</i> _____                  |                     |                        |                       |                     |
| C-4.3      | Amount to be added to the reserve                                  |                     |                        |                       |                     |
| C-4.4      | <i>Date of Reserve Approval in Minutes:</i> _____                  |                     |                        |                       |                     |
| C-4.5      | <b>SUB-TOTAL</b>   | <b>\$160,000</b>    | <b>\$189,565</b>       | <b>\$168,655</b>      | <b>\$168,655</b>    |
| C-4.6      | "Other Reserves"   |                     |                        |                       |                     |
| C-4.7      | a. Operating   |                     |                        | \$24,090              | \$24,090            |
| C-4.8      | b. _____   |                     |                        |                       |                     |
| C-4.9      | c. _____   |                     |                        |                       |                     |
| C-4.10     | <i>Date of Reserve Approval in Minutes:</i> _____                  |                     |                        |                       |                     |
| C-4.11     | <b>TOTAL OTHER RESERVE OUTLAY (a+b+c)</b>                          | <b>\$0</b>          | <b>\$0</b>             | <b>\$24,090</b>       | <b>\$24,090</b>     |
| C-4.12     | Balance to be retained in Other Reserve Account                    | \$160,000           | \$189,565              | \$144,565             | \$144,565           |

## ASSIGNED FUND BALANCE (EMERGENCY RESERVE - NOT COMMITTED)

|            |  | 2014-2015<br>Actual | 2015-2016<br>Estimated | 2016-2017<br>Proposed | Pending<br>Approval |
|------------|--|---------------------|------------------------|-----------------------|---------------------|
| <b>C-5</b> | <b>Beginning Balance in Reserve Account (end of previous year)</b> |                     |                        |                       |                     |
| C-5.1      | Beginning Balance in Reserve Account (end of previous year)        |                     |                        |                       |                     |
| C-5.2      | <i>Date of Reserve Approval in Minutes:</i> _____                  |                     |                        |                       |                     |
| C-5.3      | Amount to be added to the reserve                                  |                     |                        |                       |                     |
| C-5.4      | <i>Date of Reserve Approval in Minutes:</i> _____                  |                     |                        |                       |                     |
| C-5.5      | <b>SUB-TOTAL</b>   | <b>\$0</b>          | <b>\$0</b>             | <b>\$0</b>            | <b>\$0</b>          |
| C-5.6      | Amount to be spent from Emergency Reserve (Cash)                   |                     |                        |                       |                     |
| C-5.7      | <i>Date of Reserve Approval in Minutes:</i> _____                  |                     |                        |                       |                     |
| C-5.8      | Balance to be retained in Assigned Fund Balance                    | \$0                 | \$0                    | \$0                   | \$0                 |
| C-5.9      | <b>TOTAL TO BE SPENT</b>   | <b>\$0</b>          | <b>\$0</b>             | <b>\$24,090</b>       | <b>\$24,090</b>     |