

## 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 as this Excel file and save to your computer.
  - b. **Begin by reading this instruction sheet and continue by inputting data on the following 9 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 bottom of this sheet (Name, FYE, Date of Hearing, Location of Hearing).

**\*\*\* DO NOT enter data into cells shaded in gray \*\*\***
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. For EACH budget form prepared (Proposed or Final) you will click the submit 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 be submitted via email to your County Commissioners AND to the Wyoming Department of Audit at doa-pfd-web@wyo.gov.
4. If you have ANY questions, or concerns, please contact the Public Funds Division at 307-777-7798.

**Helpful Tip:** Certain headings have comments attached to them, which contain more detailed information regarding the section of the budget form you are about to complete. If you do not see these comments (they appear in yellow boxes to the right of the budget form) simply place the cursor over the cell and they will appear.

**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.

<b>BEGIN HERE</b>	
<b>NAME OF DISTRICT/BOARD:</b> <span style="background-color: #cccccc; padding: 2px 10px;">Park County Fire Dist. #2</span>	<b>YOUR NAME:</b> <span style="background-color: #cccccc; padding: 2px 10px;">C. Edward Webster II</span>
<b>DISTRICT ADDRESS:</b> <span style="background-color: #cccccc; padding: 2px 10px;">1125 11th Street</span> <span style="background-color: #cccccc; padding: 2px 10px;">Cody, WY 82414</span>	<b>HEARING DATE:</b> <span style="background-color: #cccccc; padding: 2px 10px;">10-Jul-14</span> <span style="float: right; padding-top: 5px;">307 527-8550</span>
<b>DISTRICT PHONE:</b> <span style="background-color: #cccccc; padding: 2px 10px;">307 527-8550</span>	<b>LOCATION OF HEARING:</b> <span style="background-color: #cccccc; padding: 2px 10px;">Cody Firehall</span>
<b>FYE:</b> <span style="background-color: #cccccc; padding: 2px 10px;">Jun 30 2015</span>	<b>TIME OF HEARING:</b> <span style="background-color: #cccccc; padding: 2px 10px;">8:00 PM</span>

NAME OF DISTRICT/BOARD

**SCHEDULE A**  
RESERVE FUNDS WORKSHEET

DATA INPUT

**A-1 DEPRECIATION (REPLACEMENT) RESERVE**

- A-1.1 Balance in Reserve Account, beginning of budget year
- A-1.2 Amount to be added to the reserve
- A-1.3 SUB-TOTAL
- A-1.4 Identify the amount to be spent from "Reserve for Capital Outlay"
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
- A-1.5 TOTAL CAPITAL OUTLAY (a+b+c)
- A-1.6 (Line 3 - Line 5)

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$2,311,557	\$2,319,212	\$2,319,212	
\$480,727	\$270,000	\$270,000	
\$2,792,284	\$2,589,212	\$2,589,212	
\$220,386	\$371,352	\$421,412	
\$220,386	\$371,352	\$421,412	
\$2,571,898	\$2,217,860	\$2,167,800	

**A-2 OTHER RESERVE**

- A-2.1 Balance in Reserve Account, beginning of budget year
- A-2.2 Amount to be added to the reserve
- A-2.3 SUB-TOTAL
- A-2.4 Identify the amount and project to be spent from "Other Reserves"
  - a. \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
- A-2.5 TOTAL OTHER RESERVE OUTLAY (a+b+c)
- A-2.6 - Line 11)

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	

**A-3 EMERGENCY RESERVE (cash)**

- A-3.1 Balance in Reserve Account, beginning of budget year
- A-3.2 Amount to be added to the reserve
- A-3.3 SUB-TOTAL
- A-3.4 Amount to be spent from Emergency Reserve (Cash)
- A-3.5 15 - Line 16)
- A-4 TOTAL TO BE SPENT

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$0	\$0	\$0	
\$350,000	\$350,000	\$350,000	
\$350,000	\$350,000	\$350,000	
\$350,000	\$350,000	\$350,000	
\$0	\$0	\$0	
\$570,386	\$721,352	\$771,412	

NAME OF DISTRICT/BOARD

**SCHEDULE B**  
ADMINISTRATION BUDGET

DATA INPUT

ACTIVITY		Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
<b>B-1</b>	<b>Personnel Services:</b>				
B-1.1	Administrator	\$187,265	\$153,403	\$200,700	
B-1.2	Secretary				
B-1.3	Clerical				
B-1.4	Other (Specify)				
B-1.5	Chief, Asst. Chief, etc.	\$50,318	\$46,323	\$65,300	
B-1.6	District Training Officer	\$64,051	\$52,346	\$67,250	
<b>B-2</b>	<b>Board Expenses:</b>				
B-2.1	Travel				
B-2.2	Mileage				
B-2.3	Other (Specify)				
B-2.4	Elections, Meeting Exp.	\$5,034	\$3,701	\$7,500	
B-2.5	Board Supplies	\$0	\$0	\$200	
<b>B-3</b>	<b>Contractual Services:</b>				
B-3.1	Legal	\$30,000	\$25,136	\$30,500	
B-3.2	Accounting/Auditing	\$6,706	\$5,250	\$8,000	
B-3.3	Other (Specify)				
B-3.4	Administrative Rent	\$8,544	\$0	\$0	
B-3.5					
<b>B-4</b>	<b>Other:</b>				
B-4.1	Office Supplies				
B-4.2	Office equipment, rent & repair				
B-4.3	Education	\$4,560	\$3,029	\$5,500	
B-4.4	Registrations				
B-4.5	Other (Specify)				
B-4.6					
B-4.7					
<b>B-5</b>	<b>TOTAL ADMINISTRATION</b>	\$356,478	\$289,188	\$384,950	

Form approved by Department of Audit, Public Funds Division



NAME OF DISTRICT/BOARD

**SCHEDULE D**  
**INDIRECT COSTS BUDGET**

**DATA INPUT**

ACTIVITY

**D-1 Insurance**

D-1.1 Liability

D-1.2 Buildings and vehicles

D-1.3 Equipment

D-1.4 Other (Specify)

D-1.5 Surety Bonds

D-1.6 EFSA Premium

**D-2 Indirect payroll costs:**

D-2.1 FICA (Social Security) taxes

D-2.2 Workers Compensation

D-2.3 Unemployment Taxes

D-2.4 Retirement

D-2.5 Health Insurance

D-2.6 Other (Specify)

**D-3 Depreciation Expenses**

**D-4 TOTAL INDIRECT COSTS**

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$2,587	\$0	\$2,700	
\$44,275	\$48,014	\$50,000	
\$100	\$100	\$100	
\$7,886	\$2,162	\$10,000	
\$32,192	\$25,821	\$37,000	
\$11,713	\$8,013	\$11,000	
\$6,262	\$6,262	\$6,500	
\$105,015	\$90,371	\$117,300	

Form approved by Department of Audit, Public Funds Division

NAME OF DISTRICT/BOARD

SCHEDULE E

DATA INPUT

CAPITAL OUTLAY BUDGET

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 Stats.1,2,3,4;RurWtr Imp.

E-1.6 Station 1:Remodel

E-2 TOTAL CAPITAL OUTLAY

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$0		\$5,000	
\$18,977	\$3,158	\$16,350	
\$0	\$0	\$100,000	
\$18,977	\$3,158	\$121,350	

Form approved by Department of Audit, Public Funds Division

NAME OF DISTRICT/BOARD

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**

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$0	\$0	\$0	
\$0	\$0	\$0	

Form approved by Department of Audit, Public Funds Division

NAME OF DISTRICT/BOARD

SCHEDULE G

DATA INPUT

CASH AND FORECASTED REVENUE

FORECASTED REVENUE

<b>G-1</b>	<b>Government Support</b>	
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	
<b>G-2</b>	<b>Operating Revenues</b>	
G-2.1	Customer Charges	
G-2.2	Sales of Goods or Services	
G-2.3	Other Assessments	
G-2.4	Total Operating Revenues	
<b>G-3</b>	<b>Grants</b>	
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	
<b>G-4</b>	<b>Miscellaneous:</b>	
G-4.1	Interest	
G-4.2	Other: Specify	Park Co..Jt..Pwrs.Brd.etc.
G-4.3	Total Miscellaneous	
<b>G-5</b>	<b>Total Forecasted Revenue</b>	

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
	\$0	\$0	\$0
\$1,343,367	\$1,198,487	\$1,225,084	
\$1,343,367	\$1,198,487	\$1,225,084	
\$9,222	\$8,658	\$8,658	
\$9,222	\$8,658	\$8,658	
\$12,313	\$6,181	\$2,500	
\$86,415	\$73,879	\$73,879	
\$98,727	\$80,061	\$76,379	
\$1,451,317	\$1,287,206	\$1,310,121	

<b>G-6</b>	<b>Total Estimated Cash and Investments on Hand</b>	
<b>G-7</b>	<b>Deductions:</b>	
G-7.1	a. Unpaid bills at FYE	
G-7.2	b. Reserves	
G-7.3	<b>Total Deductions (a+b)</b>	
<b>G-8</b>	<b>Estimated cash available</b>	
<b>G-9</b>	<b>Other Forecasted revenues:</b>	
G-9.1	a. Other past due-as estimated by Co. Treas.	
G-9.2	b. Other forecasted revenue (specify):	
G-9.3	Auto, Car Co., Delinquent Int.	
G-9.4		
G-9.5	<b>Total Other Forecasted Revenue (a+b)</b>	
<b>G-10</b>	<b>Total Cash Available and Forecasted Revenue</b>	

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$3,142,284	\$3,062,037	\$3,062,037	
\$0	\$0	\$0	
\$570,386	\$721,352	\$771,412	
\$570,386	\$721,352	\$771,412	
\$2,571,898	\$2,340,685	\$2,290,625	
\$148,452	\$148,452	\$148,452	
\$148,452	\$148,452	\$148,452	
\$4,171,667	\$3,776,343	\$3,749,198	

# Proposed Budget

Park County Fire Dist. #2

FYE Jun 30 2015

NAME OF DISTRICT/BOARD \_\_\_\_\_

**SCHEDULE H**

**Analysis of Additional Financial Support Required:**

**DATA INPUT**

- 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)

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$1,194,916	\$1,198,487	\$1,225,084	

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

# Proposed Budget

Park County Fire Dist. #2  
**NAME OF DISTRICT/BOARD**

10-Jul-14  
**DATE OF BUDGET HEARING**

Jun 30 2015  
**FYE**

Cody Firehall  
**LOCATION OF BUDGET HEARING**

8:00 PM  
**TIME OF HEARING**

## FINAL BUDGET SUMMARY

	Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
S-1 Total Expenditures, Cash Requirements	\$962,396	\$755,975	\$1,325,750	
S-2 Total to be added to Reserves	\$830,727	\$620,000	\$620,000	
S-3 Total Cash and Forecasted Revenues	\$4,171,667	\$3,776,343	\$3,749,198	
S-4 Additional Financial Support Required	-\$2,378,544	-\$2,400,368	-\$1,803,448	
S-5 Amount as approved by County Commissioners	\$1,194,916	\$1,198,487	\$1,225,084	

**Analysis of additional Financial Support Required:**

	Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
S-6 Tax levy (for entities able to make levies)	\$1,194,916	\$1,198,487	\$1,225,084	
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(c)  
 #REF!

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

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

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

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$0	\$0	\$0	
\$1,343,367	\$1,198,487	\$1,225,084	
\$9,222	\$8,658	\$8,658	
\$98,727	\$80,061	\$76,379	
\$2,571,898	\$2,340,685	\$2,290,625	
\$148,452	\$148,452	\$148,452	
\$4,171,667	\$3,776,343	\$3,749,198	

NAME OF DISTRICT/BOARD

ESTIMATED EXPENDITURES

J-8	Administration
J-9	Operations
J-10	Indirect Costs
J-11	Capital Outlay
J-12	Debt Service
J-13	Provision for Tax Shrinkage
J-14	Total Expenditures

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$356,478	\$289,188	\$384,950	
\$481,926	\$373,259	\$702,150	
\$105,015	\$90,371	\$117,300	
\$18,977	\$3,158	\$121,350	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$962,396	\$755,975	\$1,325,750	

**SUMMARY OF RESERVE FUNDS**

**J-15 Beginning Balance in Reserve Accounts**

J-15.1	a. Depreciation Reserve	
J-15.2	b. Other Reserve	
J-15.3	c. Emergency Reserve (Cash)	
J-15.4	<b>Total Reserves (a+b+c)</b>	

**J-16 Amount to be added**

J-16.1	a. Depreciation Reserve	
J-16.2	b. Other Reserve	
J-16.3	c. Emergency Reserve (Cash)	
J-16.4	<b>Total to be added (a+b+c)</b>	

**J-17 Subtotal**

**J-18 Less Total to be spent**

**J-19 Total Reserves**

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$2,311,557	\$2,319,212	\$2,319,212	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$2,311,557	\$2,319,212	\$2,319,212	
\$480,727	\$270,000	\$270,000	
\$0	\$0	\$0	
\$350,000	\$350,000	\$350,000	
\$830,727	\$620,000	\$620,000	
\$3,142,284	\$2,939,212	\$2,939,212	
\$570,386	\$721,352	\$771,412	
\$2,571,898	\$2,217,860	\$2,167,800	

PREPARED BY: C. Edward Webster II

DISTRICT ADDRESS: 1125 11th Street  
Cody, WY 82414

DISTRICT PHONE: 307 527-8550

*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*