

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.

BEGIN HERE

<p>NAME OF DISTRICT/BOARD: Meeteetse Fire District</p>	<p>YOUR NAME: Angela R. Johnson</p>
<p>DISTRICT ADDRESS: PO Box 206 Meeteetse, WY 82433</p>	<p>HEARING DATE: 7-Jul-14</p>
<p>DISTRICT PHONE: 307-868-2627</p>	<p>LOCATION OF HEARING: Meeteetse Fire Hall</p>
<p>FYE: 2014-2015</p>	<p>TIME OF HEARING: 7:00 PM</p>

NAME OF DISTRICT/BOARD _____

SCHEDULE A

DATA INPUT

RESERVE FUNDS WORKSHEET

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 Account (Line 3 - Line 5)

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$2,381,220	\$2,381,220	\$2,454,801	
\$25,000	\$75,000	\$65,000	
\$2,406,220	\$2,456,220	\$2,519,801	
\$0	\$0	\$0	
\$2,406,220	\$2,456,220	\$2,519,801	

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 9 - Line 11)

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$975,904	\$975,904	\$1,321,816	
\$35,000	\$35,000	\$25,000	
\$1,010,904	\$1,010,904	\$1,346,816	
\$0	\$0	\$0	
\$1,010,904	\$1,010,904	\$1,346,816	

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

Form approved by Department of Audit, Public Funds Division

NAME OF DISTRICT/BOARD

**SCHEDULE B
ADMINISTRATION BUDGET**

DATA INPUT

ACTIVITY		Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
B-1	Personnel Services:				
B-1.1	Administrator				
B-1.2	Secretary				
B-1.3	Clerical	\$4,107	\$6,000	\$6,000	
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	Misc. Board Expenses	\$1,150	\$1,000	\$1,000	
B-2.5	_____				
B-3	Contractual Services:				
B-3.1	Legal	\$2,033	\$7,000	\$7,000	
B-3.2	Accounting/Auditing	\$4,258	\$10,000	\$10,000	
B-3.3	Other (Specify)				
B-3.4	_____				
B-3.5	_____				
B-4	Other:				
B-4.1	Office Supplies	\$897	\$10,000	\$10,000	
B-4.2	Office equipment, rent & repair				
B-4.3	Education				
B-4.4	Registrations				
B-4.5	Other (Specify)				
B-4.6	Election	\$68	\$500	\$500	
B-4.7	Emergency Expense	\$1,821	\$20,000	\$20,000	
B-5	TOTAL ADMINISTRATION	\$14,334	\$54,500	\$54,500	

Form approved by Department of Audit, Public Funds Division

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 Fire Calls
- 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 Fuel
- C-3.2 Repairs
- C-3.3 Hoses, nozzles
- C-3.4

C-4 Program Services (List):

- C-4.1 Chemicals
- C-4.2 Fire Prevention
- C-4.3 Siren & 911
- C-4.4 Extreme Fire Suppression

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 Utilities
- C-6.2
- C-6.3
- C-6.4

C-7 TOTAL OPERATIONS

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$7,430	\$18,000	\$18,000	
\$2,480	\$12,000	\$12,000	
\$24,284	\$40,000	\$40,000	
\$0	\$5,000	\$5,000	
\$0	\$6,000	\$6,000	
\$8,823	\$15,000	\$15,000	
\$0	\$1,000	\$1,000	
\$7,553	\$10,000	\$10,000	
\$8,398	\$22,000	\$22,000	
\$58,968	\$129,000	\$129,000	

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		<u>Extrication Equip, Radio</u>
E-1.6		<u>Specialized Fire Equip.</u>
E-2	TOTAL CAPITAL OUTLAY	

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$248,448	\$240,000	\$200,000	
\$2,865	\$10,000	\$75,000	
\$3,382	\$10,000	\$15,000	
\$21,929	\$150,000	\$10,000	
\$276,624	\$410,000	\$300,000	

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	

Form approved by Department of Audit, Public Funds Division

NAME OF DISTRICT/BOARD

SCHEDULE G

CASH AND FORECASTED REVENUE

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 Total Miscellaneous

G-5 Total Forecasted Revenue

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$520,065	\$630,777	\$645,900	
\$520,065	\$630,777	\$645,900	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$520,065	\$630,777	\$645,900	

G-6 Total Estimated Cash and Investments on Hand

G-7 Deductions:

- G-7.1 a. Unpaid bills at FYE
- G-7.2 b. Reserves
- G-7.3 **Total Deductions (a+b)**

G-8 Estimated cash available

G-9 Other Forecasted revenues:

- G-9.1 a. Other past due-as estimated by Co. Treas.
- G-9.2 b. Other forecasted revenue (specify):
- G-9.3 _____
- G-9.4 _____
- G-9.5 **Total Other Forecasted Revenue (a+b)**

G-10 Total Cash Available and Forecasted Revenue

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$3,502,247	\$3,502,247	\$3,776,617	
\$3,357,124	\$3,357,124	\$3,776,617	
\$3,357,124	\$3,357,124	\$3,776,617	
\$145,123	\$145,123	\$0	
\$0	\$0	\$0	
\$665,188	\$775,900	\$645,900	

Proposed Budget

Meeteetse Fire District

FYE 2014-2015

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
\$282,259	\$630,777	\$645,900	

Form approved by Department of Audit, Public Funds Division

NAME OF DISTRICT/BOARD

I-1 BUDGET MESSAGE

The Meeteetse Fire District will assess 3 mills to raise a total of \$645,900 for operations and reserves for the fiscal year from July 1, 2014 through June 30, 2014. The requirements of trying to maintain equipment and structures for the very large fire district are major. The Board contributes a tremendous amount of time, as do the volunteers for fire suppression and training. The District could not begin to provide protection without the volunteer efforts of the Meeteetse Fire District personnel. Of significance is the fact that the District was able to purchase from the Town of Meeteetse adjoining property including the old Meeteetse City Hall. This property will be necessary for expansion and parking in the future. The Meeteetse Fire District will start a three year phase of construction on the old Town property at 910 Park Av. First phase will be installation of generator for emergency use and a new siren, land scaping property. Second phase will be removal of old town hall and third phase will be construction of fire hall space to house one engine and wild land units.

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Meeteetse Fire District

7-Jul-14

NAME OF DISTRICT/BOARD

DATE OF BUDGET HEARING

2014-2015

Meeteetse Fire Hall

7:00 PM

FYE

LOCATION OF BUDGET HEARING

TIME OF HEARING

FINAL BUDGET SUMMARY

	Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
S-1 Total Expenditures, Cash Requirements	\$374,840	\$665,900	\$555,900	
S-2 Total to be added to Reserves	\$60,000	\$110,000	\$90,000	
S-3 Total Cash and Forecasted Revenues	\$665,188	\$775,900	\$645,900	
S-4 Additional Financial Support Required	-\$230,348	\$0	\$0	
S-5 Amount as approved by County Commissioners	\$282,259	\$630,777	\$645,900	

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)	\$282,259	\$630,777	\$645,900	
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)

The Meeteetse Fire District will assess 3 mills to raise a total of \$645,900 for operations and reserves for the fiscal year from July 1, 2014 through June 30, 2014. The requirements of trying to maintain equipment and structures for the very large fire district are major. The Board contributes a tremendous amount of time, as do the volunteers for fire suppression and training. The District could not begin to provide protection without the volunteer efforts of the Meeteetse Fire District personnel. Of significance is the fact that the District was able to purchase from the Town of Meeteetse adjoining property including the old Meeteetse City Hall. This property will be necessary for expansion and parking in the future. The Meeteetse Fire District will start a three year phase of construction on the old Town property at 910 Park Av. First phase will be installation of generator for emergency use and a new siren, land scaping property. Second phase will be removal of old

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

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$520,065	\$630,777	\$645,900	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$145,123	\$145,123	\$0	
\$0	\$0	\$0	
\$665,188	\$775,900	\$645,900	

Meeteetse Fire District

FYE 2014-2015

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
\$14,334	\$54,500	\$54,500	
\$58,968	\$129,000	\$129,000	
\$24,914	\$72,400	\$72,400	
\$276,624	\$410,000	\$300,000	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$374,840	\$665,900	\$555,900	

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	Total Reserves (a+b+c)
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	Total to be added (a+b+c)
J-17	Subtotal
J-18	Less Total to be spent
J-19	Total Reserves

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$2,381,220	\$2,381,220	\$2,454,801	
\$975,904	\$975,904	\$1,321,816	
\$0	\$0	\$0	
\$3,357,124	\$3,357,124	\$3,776,617	
\$25,000	\$75,000	\$65,000	
\$35,000	\$35,000	\$25,000	
\$0	\$0	\$0	
\$60,000	\$110,000	\$90,000	
\$3,417,124	\$3,467,124	\$3,866,617	
\$0	\$0	\$0	
\$3,417,124	\$3,467,124	\$3,866,617	

PREPARED BY: Angela R. Johnson

DISTRICT ADDRESS: PO Box 206
Meeteetse, WY 82433

DISTRICT PHONE: 307-868-2627

*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*