

## 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](mailto: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><b>NAME OF DISTRICT/BOARD:</b> <span style="background-color: yellow; padding: 2px;">Park County Weed and Pest</span></p>	<p><b>YOUR NAME:</b> <span style="background-color: yellow; padding: 2px;">Josh Shorb</span></p>
<p><b>DISTRICT ADDRESS:</b> <span style="background-color: yellow; padding: 2px;">1067 Road 13</span>  <span style="background-color: yellow; padding: 2px;">Powell, WY 82435</span></p>	<p><b>HEARING DATE:</b> <span style="background-color: yellow; padding: 2px;">15-Jul-14</span></p>
<p><b>DISTRICT PHONE:</b> <span style="background-color: yellow; padding: 2px;">307-754-4521</span></p>	<p><b>LOCATION OF HEARING:</b> <span style="background-color: yellow; padding: 2px;">1067 Road 13</span></p>
<p><b>FYE:</b> <span style="background-color: yellow; padding: 2px;">2015</span></p>	<p><b>TIME OF HEARING:</b> <span style="background-color: yellow; padding: 2px;">10:00 AM</span></p>

NAME OF DISTRICT/BOARD

**SCHEDULE A**  
**RESERVE FUNDS WORKSHEET**

**DATA INPUT**

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

	Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
A-1.1 Balance in Reserve Account, <u>beginning of budget year</u>	\$140,412	\$173,080	\$222,718	\$222,718
A-1.2 Amount to be added to the reserve	\$32,668	\$49,639	\$22,992	\$22,992
A-1.3 SUB-TOTAL	\$173,080	\$222,719	\$245,710	\$245,710
A-1.4 Identify the amount to be spent from "Reserve for Capital Outlay"				
a. <u>Vehicles</u>		\$63,806	\$0	\$0
b. <u>Office Equipment</u>	\$0	\$0	\$0	\$0
c. _____				
A-1.5 TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$63,806	\$0	\$0
A-1.6 (Line 3 - Line 5)	\$173,080	\$158,913	\$245,710	\$245,710

**A-2 OTHER RESERVE**

	Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
A-2.1 Balance in Reserve Account, beginning of budget year	\$150,000	\$115,000	\$170,500	\$170,500
A-2.2 Amount to be added to the reserve		\$55,500	\$95,000	\$95,000
A-2.3 SUB-TOTAL	\$150,000	\$170,500	\$265,500	\$265,500
A-2.4 Identify the amount and project to be spent from "Other Reserves"				
a. <u>New Warehouse Facility</u>	\$35,000	\$0	\$0	\$0
b. _____				
c. _____				
A-2.5 TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$35,000	\$0	\$0	\$0
A-2.6 - Line 11)	\$115,000	\$170,500	\$265,500	\$265,500

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

	Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
A-3.1 Balance in Reserve Account, beginning of budget year	\$100,000	\$100,000	\$100,000	\$100,000
A-3.2 Amount to be added to the reserve	\$0	\$0	\$0	\$0
A-3.3 SUB-TOTAL	\$100,000	\$100,000	\$100,000	\$100,000
A-3.4 Amount to be spent from Emergency Reserve (Cash)	\$0	\$0	\$0	
A-3.5 15 - Line 16)	\$100,000	\$100,000	\$100,000	\$100,000
<b>A-4 TOTAL TO BE SPENT</b>	\$35,000	\$63,806	\$0	\$0

**NAME OF DISTRICT/BOARD**

**SCHEDULE B**

**DATA INPUT**

**ADMINISTRATION BUDGET**

**ACTIVITY**

**B-1 Personnel Services:**

- B-1.1 Administrator
- B-1.2 Secretary
- B-1.3 Clerical
- B-1.4 Other (Specify)
- B-1.5 Health Insurance Comper
- B-1.6 \_\_\_\_\_

**B-2 Board Expenses:**

- B-2.1 Travel
- B-2.2 Mileage
- B-2.3 Other (Specify)
- B-2.4 Board Expenses
- B-2.5 \_\_\_\_\_

**B-3 Contractual Services:**

- B-3.1 Legal
- B-3.2 Accounting/Auditing
- B-3.3 Other (Specify)
- B-3.4 City of Cody W/P District
- B-3.5 City of Powell W/P Distric

**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 Legal advertising
- B-4.7 \_\_\_\_\_

**B-5 TOTAL ADMINISTRATION**

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$137,400	\$106,400	\$70,900	\$70,900
\$20,000	\$15,000	\$12,000	\$12,000
\$1,505	\$1,879	\$2,100	\$2,100
\$3,825	\$4,072	\$5,000	\$5,000
\$2,185	\$45	\$1,000	\$1,000
\$30,647	\$36,850	\$0	\$0
\$32,450	\$33,371	\$0	\$0
\$9,063	\$12,454	\$14,000	\$14,000
\$2,550	\$3,153	\$3,200	\$3,200
\$1,836	\$2,473	\$2,500	\$2,500
\$241,461	\$215,697	\$110,700	\$110,700

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 Office Manager
- C-1.5 Health Insurance Comper

**C-2 Travel:**

- C-2.1 Mileage
- C-2.2 Other (Specify)
- C-2.3 Travel
- C-2.4

**C-3 Operating supplies (List):**

- C-3.1 Gasoline
- C-3.2 Postage
- C-3.3 Warehouse Supplies
- C-3.4 Repairs

**C-4 Program Services (List):**

- C-4.1 Cost Share Programs
- C-4.2 Special Programs
- C-4.3 Pesticides
- C-4.4 Application & Safety

**C-5 Contractual Arrangements (List):**

- C-5.1 Spraying Services
- C-5.2 Contract Services - WMA
- C-5.3 City of Powell
- C-5.4 City of Cody

**C-6 Other operations (Specify):**

- C-6.1 Utilities
- C-6.2 Education
- C-6.3 Sales Tax
- C-6.4

**C-7 TOTAL OPERATIONS**

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$189,405	\$255,607	\$311,700	\$311,700
\$2,884	\$2,410	\$2,900	\$2,900
\$31,278	\$35,504	\$40,725	\$40,725
\$25,000	\$25,000	\$42,000	\$42,000
\$11,956	\$6,089	\$10,000	\$10,000
\$18,930	\$20,007	\$30,000	\$30,000
\$2,330	\$1,385	\$2,500	\$2,500
\$17,622	\$11,129	\$20,000	\$20,000
\$21,555	\$15,595	\$18,200	\$18,200
\$51,000	\$24,856	\$60,000	\$60,000
\$80,283	\$89,047	\$84,500	\$84,500
\$268,165	\$305,380	\$320,000	\$320,000
\$24,812	\$14,906	\$15,000	\$15,000
\$259,788	\$39,407	\$55,000	\$55,000
\$258,964	\$232,845	\$128,000	\$128,000
		\$34,493	\$34,493
		\$36,704	\$36,704
\$13,047	\$11,877	\$14,540	\$14,540
\$25,248	\$25,116	\$30,000	\$30,000
\$7,798	\$8,687	\$10,000	\$10,000
\$1,310,065	\$1,124,847	\$1,266,262	\$1,266,262

NAME OF DISTRICT/BOARD

**SCHEDULE D**

**DATA INPUT**

**INDIRECT COSTS BUDGET**

		ACTIVITY
<b>D-1</b>	<b>Insurance</b>	
D-1.1		Liability
D-1.2		Buildings and vehicles
D-1.3		Equipment
D-1.4		Other (Specify)
D-1.5		<u>Surety Bond</u>
D-1.6		
<b>D-2</b>	<b>Indirect payroll costs:</b>	
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)
<b>D-3</b>	<b>Depreciation Expenses</b>	
<b>D-4</b>	<b>TOTAL INDIRECT COSTS</b>	

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$4,462	\$5,440	\$5,600	\$5,600
\$10,656	\$11,704	\$13,800	\$13,800
\$250	\$270	\$250	\$250
\$30,450	\$33,620	\$42,000	\$42,000
\$7,024	\$9,608	\$12,000	\$12,000
\$1,789	\$3,717	\$10,000	\$10,000
\$43,719	\$41,599	\$49,000	\$49,000
\$6,471	\$6,444	\$6,800	\$6,800
\$104,821	\$112,402	\$139,450	\$139,450

Form approved by Department of Audit, Public Funds Division

**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 Buildings and Grounds Pc

E-1.6 Loaner Spray Equip

**E-2 TOTAL CAPITAL OUTLAY**

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$114,929	\$64,126	\$0	\$0
\$1,995	\$5,028	\$7,000	\$7,000
\$11,165	\$5,076	\$30,500	\$30,500
\$3,180	\$4,262	\$15,000	\$15,000
\$131,269	\$78,492	\$52,500	\$52,500

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

**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
\$95,577	\$49,669	\$0	\$0
\$7,713	\$1,976	\$0	\$0
\$103,290	\$51,645	\$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**

**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 Misc. Grants
- G-4.3 Total Miscellaneous

**G-5 Total Forecasted Revenue**

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$83,143	\$87,840	\$93,100	\$93,100
\$63,470	\$56,899	\$60,000	\$60,000
\$361,777	\$306,280	\$304,000	\$304,000
\$508,390	\$451,019	\$457,100	\$457,100
\$281,979	\$268,851	\$220,000	\$220,000
\$281,979	\$268,851	\$220,000	\$220,000
\$64,000	\$8,000	\$8,000	\$8,000
\$64,000	\$8,000	\$8,000	\$8,000
\$764	\$892	\$800	\$800
\$2,151	\$5,500	\$5,000	\$5,000
\$2,915	\$6,392	\$5,800	\$5,800
\$857,284	\$734,262	\$690,900	\$690,900

**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 Reimbursements
- G-9.4 Sales Tax Collected
- 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
\$364,223	\$396,891	\$501,574	\$501,574
\$5,000	\$17,257	\$10,000	\$10,000
\$390,412	\$388,080	\$493,218	\$493,218
\$395,412	\$405,337	\$503,218	\$503,218
-\$31,189	-\$8,446	-\$1,644	-\$1,644
\$87,000	\$87,000	\$87,000	\$87,000
\$162,580	\$79,784	\$28,500	\$28,500
\$7,798	\$8,687	\$10,000	\$10,000
\$257,378	\$175,471	\$125,500	\$125,500
\$1,083,473	\$901,287	\$814,756	\$814,756

# Final Budget

Park County Weed and Pest

FYE 2015

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)

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$990,976	\$967,942	\$871,694	\$871,694

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

**NAME OF DISTRICT/BOARD**

**I-1 BUDGET MESSAGE**

This budget is presented to the Park County Commissioners and the public of Park County for their consideration. It has been reviewed by the Park County Weed and Pest Control District Board of Directors and their input is included in the proposed budget. The highest priority at this time is to put funds in a building reserve to add an equipment storage and maintenance attachment. This budget reflects adding a new employee so we are fully staffed again.

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

# Final Budget

Park County Weed and Pest

15-Jul-14

**NAME OF DISTRICT/BOARD**

**DATE OF BUDGET HEARING**

2015

1067 Road 13

10:00 AM

**FYE**

**LOCATION OF BUDGET HEARING**

**TIME OF HEARING**

**FINAL BUDGET SUMMARY**

	Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
<b>S-1 Total Expenditures, Cash Requirements</b>	\$1,890,906	\$1,583,083	\$1,568,912	\$1,568,912
<b>S-2 Total to be added to Reserves</b>	\$32,668	\$105,139	\$117,992	\$117,992
<b>S-3 Total Cash and Forecasted Revenues</b>	\$1,083,473	\$901,287	\$814,756	\$814,756
<b>S-4 Additional Financial Support Required</b>	\$840,101	\$786,935	\$872,148	\$872,148
<b>S-5 Amount as approved by County Commissioners</b>	\$990,976	\$967,942	\$871,694	\$871,694

**Analysis of additional Financial Support Required:**

	Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
<b>S-6 Tax levy (for entities able to make levies)</b>	\$990,976	\$967,942	\$871,694	\$871,694
<b>S-7 Other County Support</b>	\$0	\$0	\$0	\$0

Additional funding approved by:

\_\_\_\_\_

County Commissioner

Date Approved \_\_\_\_\_

**S-8 BUDGET MESSAGE**

per W.S. 16-4-104(c)

This budget is presented to the Park County Commissioners and the public of Park County for their consideration. It has been reviewed by the Park County Weed and Pest Control District Board of Directors and their input is included in the proposed budget. The highest priority at this time is to put funds in a building reserve to add an equipment storage and maintenance attachment. This budget reflects adding a new employee so we are fully staffed again.

\_\_\_\_\_ 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**

	Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
J-1 Government Support	\$508,390	\$451,019	\$457,100	\$457,100
J-2 Operating Revenues	\$281,979	\$268,851	\$220,000	\$220,000
J-3 Grants	\$64,000	\$8,000	\$8,000	\$8,000
J-4 Miscellaneous:	\$2,915	\$6,392	\$5,800	\$5,800
J-5 Estimated Cash Available	-\$31,189	-\$8,446	-\$1,644	-\$1,644
J-6 Other Forecasted Revenue	\$257,378	\$175,471	\$125,500	\$125,500
J-7 Total Cash Available and Forecasted Revenue	\$1,083,473	\$901,287	\$814,756	\$814,756

NAME OF DISTRICT/BOARD**ESTIMATED EXPENDITURES**

	Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
J-8 Administration	\$241,461	\$215,697	\$110,700	\$110,700
J-9 Operations	\$1,310,065	\$1,124,847	\$1,266,262	\$1,266,262
J-10 Indirect Costs	\$104,821	\$112,402	\$139,450	\$139,450
J-11 Capital Outlay	\$131,269	\$78,492	\$52,500	\$52,500
J-12 Debt Service	\$103,290	\$51,645	\$0	\$0
J-13 Provision for Tax Shrinkage	\$0	\$0	\$0	\$0
J-14 Total Expenditures	\$1,890,906	\$1,583,083	\$1,568,912	\$1,568,912

**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
\$140,412	\$173,080	\$222,718	\$222,718
\$150,000	\$115,000	\$170,500	\$170,500
\$100,000	\$100,000	\$100,000	\$100,000
\$390,412	\$388,080	\$493,218	\$493,218
\$32,668	\$49,639	\$22,992	\$22,992
\$0	\$55,500	\$95,000	\$95,000
\$0	\$0	\$0	\$0
\$32,668	\$105,139	\$117,992	\$117,992
\$423,080	\$493,219	\$611,210	\$611,210
\$35,000	\$63,806	\$0	\$0
\$388,080	\$429,413	\$611,210	\$611,210

PREPARED BY: Josh Shorb

DISTRICT ADDRESS: 1067 Road 13

Powell, WY 82435

DISTRICT PHONE: 307-754-4521

*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*