

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: Weston County Health District</p>	<p>YOUR NAME: Lynn Moller</p>
<p>DISTRICT ADDRESS: 1124 Washington Blvd. Newcastle, WY 82701</p>	<p>HEARING DATE: June 19, 2014</p>
<p>DISTRICT PHONE: 307-746-4491</p>	<p>LOCATION OF HEARING: WCHS Conference Rm</p>
<p>FYE: 2015</p>	<p>TIME OF HEARING: 5:00 PM</p>

NAME OF DISTRICT/BOARD _____

SCHEDULE A

DATA INPUT

RESERVE FUNDS WORKSHEET

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>	\$6,017,880	\$6,059,015	\$6,080,547	\$6,080,547
A-1.2 Amount to be added to the reserve	\$41,145	\$21,532	\$40,000	\$40,000
A-1.3 SUB-TOTAL	\$6,059,025	\$6,080,547	\$6,120,547	\$6,120,547
A-1.4 Identify the amount to be spent from "Reserve for Capital Outlay"				
a. _____	\$0	\$0	\$0	
b. _____	\$0	\$0	\$0	
c. _____	\$0	\$0	\$0	
A-1.5 TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
A-1.6 (Line 3 - Line 5)	\$6,059,025	\$6,080,547	\$6,120,547	\$6,120,547

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	\$251,509	\$252,144	\$252,601	\$252,601
A-2.2 Amount to be added to the reserve	\$635	\$457	\$500	\$500
A-2.3 SUB-TOTAL	\$252,144	\$252,601	\$253,101	\$253,101
A-2.4 Identify the amount and project to be spent from "Other Reserves"				
a. _____	\$0	\$0	\$0	\$0
b. _____	\$0	\$0	\$0	\$0
c. _____	\$0	\$0	\$0	\$0
A-2.5 TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
A-2.6 - Line 11)	\$252,144	\$252,601	\$253,101	\$253,101

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				
A-3.2 Amount to be added to the reserve	\$0	\$0	\$0	\$0
A-3.3 SUB-TOTAL	\$0	\$0	\$0	\$0
A-3.4 Amount to be spent from Emergency Reserve (Cash)			\$0	\$0
A-3.5 15 - Line 16)	\$0	\$0	\$0	\$0
A-4 TOTAL TO BE SPENT	\$0	\$0	\$0	\$0

Form approved by Department of Audit, Public Funds Division

NAME OF DISTRICT/BOARD

SCHEDULE B

DATA INPUT

ADMINISTRATION BUDGET

ACTIVITY		Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
B-1	Personnel Services:				
B-1.1	Administrator				
B-1.2	Secretary	\$48,500	\$48,484	\$49,450	\$49,450
B-1.3	Clerical				
B-1.4	Other (Specify)				
B-1.5	Management Contract	\$207,577	\$208,330	\$250,000	\$250,000
B-1.6					
B-2	Board Expenses:				
B-2.1	Travel				
B-2.2	Mileage	\$1,062	\$378	\$1,000	\$1,000
B-2.3	Other (Specify)				
B-2.4	Training/Conventions	\$3,909	\$5,880	\$3,000	\$3,000
B-2.5					
B-3	Contractual Services:				
B-3.1	Legal	\$28,032	\$14,995	\$32,000	\$32,000
B-3.2	Accounting/Auditing	\$29,019	\$21,947	\$25,000	\$25,000
B-3.3	Other (Specify)				
B-3.4	Cost Reporting	\$12,622	\$7,200	\$12,000	\$12,000
B-3.5					
B-4	Other:				
B-4.1	Office Supplies	\$5,402	\$3,183	\$1,000	\$1,000
B-4.2	Office equipment, rent & repair	\$3,974	\$3,924	\$1,576	\$1,576
B-4.3	Education	\$4,575	\$8,338	\$4,410	\$4,410
B-4.4	Registrations	\$0	\$0	\$0	\$0
B-4.5	Other (Specify)				
B-4.6	Admin Travel	\$1,965	\$9,223	\$7,370	\$7,370
B-4.7					
B-5	TOTAL ADMINISTRATION	\$346,637	\$331,882	\$386,806	\$386,806

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 Purchased Services
- C-1.5 Professional Contracts

C-2 Travel:

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

C-3 Operating supplies (List):

- C-3.1 Supplies & Pharmaceutic
- C-3.2 Minor Equip, Furniture, Bu
- C-3.3 Other contractual Obligati
- C-3.4

C-4 Program Services (List):

- C-4.1 E-Pharm & E-ER
- C-4.2 General Operating
- C-4.3
- C-4.4

C-5 Contractual Arrangements (List):

- C-5.1 Fees, Bank & Collection
- C-5.2 Marketing
- C-5.3 Utilities
- C-5.4

C-6 Other operations (Specify):

- C-6.1 Employee & Related:
- C-6.2 includes, recruitment Train
- C-6.3 recognition
- C-6.4 Misc. Expenses

C-7 TOTAL OPERATIONS

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$5,484,701	\$5,430,590	\$5,921,086	\$5,565,550
\$748,300	\$757,738	\$753,200	\$1,936,250
\$912,985	\$924,880	\$1,033,260	\$98,500
\$883,185	\$1,216,763	\$1,225,678	\$1,228,000
\$117,193	\$780	\$370,094	
\$303,972	\$880,287	\$0	
\$0	\$0	\$250,000	\$250,000
			\$724,094
\$37,334	\$37,905	\$54,500	
\$24,038	\$37,960	\$39,500	
\$278,835	\$314,149	\$348,300	\$348,300
\$118,668	\$194,047	\$281,270	
\$102,417	\$81,397	\$104,810	
\$9,011,628	\$9,876,496	\$10,381,698	\$10,150,694

NAME OF DISTRICT/BOARD

SCHEDULE D

DATA INPUT

INDIRECT COSTS BUDGET

		ACTIVITY	Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
D-1	Insurance					
D-1.1		Liability	\$66,502	\$54,085	\$50,255	\$50,255
D-1.2		Buildings and vehicles	\$34,003	\$24,480	\$24,245	\$24,245
D-1.3		Equipment				
D-1.4		Other (Specify)				
D-1.5		D&O	\$7,040	\$4,695	\$0	
D-1.6						
D-2	Indirect payroll costs:					
D-2.1		FICA (Social Security) taxes	\$394,630	\$390,313	\$427,060	\$427,060
D-2.2		Workers Compensation	\$93,086	\$46,510	\$80,550	\$80,550
D-2.3		Unemployment Taxes	\$17,718	\$0	\$0	\$0
D-2.4		Retirement	\$105,498	\$111,537	\$110,650	\$110,650
D-2.5		Health Insurance	\$453,838	\$470,525	\$590,400	\$590,400
D-2.6		Other (Specify)				
		Life Ins.	\$3,214	\$4,321	\$3,075	\$3,075
		Dental Ins.	\$34,591	\$16,930	\$42,165	\$42,165
D-3	Depreciation Expenses		\$437,868	\$600,919	\$542,000	\$542,000
D-4	TOTAL INDIRECT COSTS		\$1,647,988	\$1,724,315	\$1,870,400	\$1,870,400

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	<u>Hospital Equip/EMR</u>
E-1.6	<u>Radiology Equip</u>

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$125,000	\$125,000
\$932,060	\$1,748,876	\$247,600	\$247,600
		\$400,000	\$400,000
\$932,060	\$1,748,876	\$772,600	\$772,600

E-2 TOTAL CAPITAL OUTLAY

Form approved by Department of Audit, Public Funds Division

NAME OF DISTRICT/BOARD

SCHEDULE F

DATA INPUT

DEBT SERVICE BUDGET

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
\$49,430	\$45,000	\$43,696	\$43,696
\$273	\$121	\$5,484	\$5,484
\$49,703	\$45,121	\$49,180	\$49,180

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 Helmsley & other Grants
 - G-4.3 Total Miscellaneous
- G-5 Total Forecasted Revenue**

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$1,110,530	\$1,087,546	\$1,150,000	
\$1,110,530	\$1,087,546	\$1,150,000	\$0
\$10,835,916	\$10,984,137	\$11,423,464	
	\$24,080	\$329,500	
\$10,835,916	\$11,008,217	\$11,752,964	\$0
		\$0	
\$0	\$0	\$0	\$0
\$67,599	\$45,300	\$60,555	
\$201,082	\$41,986	\$410,000	
\$268,681	\$87,286	\$470,555	\$0
\$12,215,127	\$12,183,049	\$13,373,519	\$0

- 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
\$8,596,012	\$8,500,000	\$8,500,000	
		\$1,700,000	
\$6,269,389	\$6,311,159	\$6,333,148	\$0
\$6,269,389	\$6,311,159	\$8,033,148	\$0
\$2,326,623	\$2,188,841	\$466,852	\$0
		\$0	
\$0	\$0	\$0	\$0
\$14,541,750	\$14,371,890	\$13,840,371	\$0

Final Budget

Weston County Health District
NAME OF DISTRICT/BOARD _____

FYE _____ 2015

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
\$1,110,530	\$1,087,500	\$1,150,000	\$1,150,000
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0

Form approved by Department of Audit, Public Funds Division

NAME OF DISTRICT/BOARD

I-1 BUDGET MESSAGE

Budget was approved by the Weston County Hospital District board of Trustees at their June 19, 2014 meeting.

Form approved by Department of Audit, Public Funds Division

Final Budget

Weston County Health District
NAME OF DISTRICT/BOARD

June 19, 2014
DATE OF BUDGET HEARING

2015
FYE

WCHS Conference Rm
LOCATION OF BUDGET HEARING

5:00 PM
TIME OF HEARING

FINAL BUDGET SUMMARY

	Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
S-1 Total Expenditures, Cash Requirements	\$11,988,016	\$13,726,690	\$13,460,684	\$13,229,680
S-2 Total to be added to Reserves	\$41,780	\$21,989	\$40,500	\$40,500
S-3 Total Cash and Forecasted Revenues	\$14,541,750	\$14,371,890	\$13,840,371	\$0
S-4 Additional Financial Support Required	-\$2,511,954	-\$623,212	-\$339,187	\$13,270,180
S-5 Amount as approved by County Commissioners	\$1,110,530	\$1,087,500	\$1,150,000	\$1,150,000

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)	\$1,110,530	\$1,087,500	\$1,150,000	\$1,150,000
S-7 Other County Support	\$0	\$0	\$0	\$0

Additional funding approved by:

_____ County Commissioner

Date Approved _____

S-8 BUDGET MESSAGE per W.S. 16-4-104(c)

Budget was approved by the Weston County Hospital District board of Trustees at their June 19, 2014 meeting.

 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**

	Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
J-1 Government Support	\$1,110,530	\$1,087,546	\$1,150,000	\$0
J-2 Operating Revenues	\$10,835,916	\$11,008,217	\$11,752,964	\$0
J-3 Grants	\$0	\$0	\$0	\$0
J-4 Miscellaneous:	\$268,681	\$87,286	\$470,555	\$0
J-5 Estimated Cash Available	\$2,326,623	\$2,188,841	\$466,852	\$0
J-6 Other Forecasted Revenue	\$0	\$0	\$0	\$0
J-7 Total Cash Available and Forecasted Revenue	\$14,541,750	\$14,371,890	\$13,840,371	\$0

NAME OF DISTRICT/BOARD**ESTIMATED EXPENDITURES**

	Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
J-8 Administration	\$346,637	\$331,882	\$386,806	\$386,806
J-9 Operations	\$9,011,628	\$9,876,496	\$10,381,698	\$10,150,694
J-10 Indirect Costs	\$1,647,988	\$1,724,315	\$1,870,400	\$1,870,400
J-11 Capital Outlay	\$932,060	\$1,748,876	\$772,600	\$772,600
J-12 Debt Service	\$49,703	\$45,121	\$49,180	\$49,180
J-13 Provision for Tax Shrinkage	\$0	\$0	\$0	\$0
J-14 Total Expenditures	\$11,988,016	\$13,726,690	\$13,460,684	\$13,229,680

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
\$6,017,880	\$6,059,015	\$6,080,547	\$6,080,547
\$251,509	\$252,144	\$252,601	\$252,601
\$0	\$0	\$0	\$0
\$6,269,389	\$6,311,159	\$6,333,148	\$6,333,148
\$41,145	\$21,532	\$40,000	\$40,000
\$635	\$457	\$500	\$500
\$0	\$0	\$0	\$0
\$41,780	\$21,989	\$40,500	\$40,500
\$6,311,169	\$6,333,148	\$6,373,648	\$6,373,648
\$0	\$0	\$0	\$0
\$6,311,169	\$6,333,148	\$6,373,648	\$6,373,648

PREPARED BY: Lynn Moller

DISTRICT ADDRESS: 1124 Washington Blvd.
Newcastle, WY 82701

DISTRICT PHONE: 307-746-4491

*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*