

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 *****

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. ***
2. In places you are asked to identify a specific item, please describe it in detail for proposed budget.
3. 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 Fire Protection Dist.</p>	<p>YOUR NAME: Daniel Tysdal</p>
<p>DISTRICT ADDRESS: PO Box 937 Newcastle WY 82701</p>	<p>HEARING DATE: 7.14.2014</p>
<p>DISTRICT PHONE: (307) 746-2031</p>	<p>LOCATION OF HEARING: WCFPD Office</p>
<p>FYE: 6/30/2015</p>	<p>TIME OF HEARING: 4:30 p.m.</p>

Final Budget

Weston County Fire Protection Dist.

FYE 6/30/2015

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 Account (Line 3 - Line 5)

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$0	\$25,000	\$100,000	\$100,000
\$25,000	\$75,000	\$0	\$0
\$25,000	\$100,000	\$100,000	\$100,000
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$25,000	\$100,000	\$100,000	\$100,000

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
\$150,000	\$150,000	\$150,000	\$150,000
\$0	\$0	\$0	\$0
\$150,000	\$150,000	\$150,000	\$150,000
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$150,000	\$150,000	\$150,000	\$150,000

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
\$367,500	\$367,500	\$375,000	\$375,000
\$0	\$7,500	\$0	\$0
\$367,500	\$375,000	\$375,000	\$375,000
\$0	\$0	\$0	\$0
\$367,500	\$375,000	\$375,000	\$375,000
\$0	\$0	\$0	\$0

Form approved by Department of Audit, Public Funds Division

NAME OF DISTRICT/BOARD

**SCHEDULE B
ADMINISTRATION BUDGET**

DATA INPUT

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 Fire Warden & Deputy
- B-1.6 _____

B-2

Board Expenses:

- B-2.1 Travel
- B-2.2 Mileage
- B-2.3 Other (Specify)
- B-2.4 _____
- B-2.5 _____

B-3

Contractual Services:

- B-3.1 Legal
- B-3.2 Accounting/Auditing
- B-3.3 Other (Specify)
- B-3.4 Cleaning Services
- B-3.5 _____

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 Postage/Del & Advertise
- B-4.7 Donation Drive Expenses

B-5

TOTAL ADMINISTRATION

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$0	\$0	\$0	\$0
\$55,615	\$58,880	\$65,420	\$65,420
\$0	\$0	\$250	\$250
\$662	\$239	\$500	\$500
\$0	\$0	\$10,000	\$10,000
\$1,575	\$1,775	\$3,000	\$3,000
\$600	\$450	\$2,000	\$2,000
\$2,589	\$3,651	\$4,000	\$4,000
\$111	\$194	\$1,000	\$1,000
\$1,891	\$881	\$2,700	\$2,700
\$983	\$1,180	\$1,800	\$1,800
\$64,026	\$67,251	\$90,670	\$90,670

Form approved by Department of Audit, Public Funds Division

NAME OF DISTRICT/BOARD

**SCHEDULE C
OPERATIONS BUDGET**

DATA INPUT

ACTIVITY		Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
C-1	Personnel Services:				
C-1.1	Wages--Operations	\$276,693	\$111,854	\$238,750	\$238,750
C-1.2	Service Contracts				
C-1.3	Other (Specify)				
C-1.4	_____				
C-1.5	_____				
C-2	Travel:				
C-2.1	Mileage	\$1,403	\$1,181	\$3,000	\$3,000
C-2.2	Other (Specify)				
C-2.3	Meals/Rooms/Schools	\$4,818	\$4,680	\$8,000	\$8,000
C-2.4	_____				
C-3	Operating supplies (List):				
C-3.1	Operating Supplies	\$69,688	\$31,797	\$96,000	\$96,000
C-3.2	Repairs & Maintenance	\$110,083	\$80,471	\$137,000	\$137,000
C-3.3	Suppression Food/Drink	\$6,830	\$1,674	\$15,000	\$15,000
C-3.4	_____				
C-4	Program Services (List):				
C-4.1	Dispatch Expenses	\$3,150	\$3,150	\$4,500	\$4,500
C-4.2	Co-op Fees	\$6,000	\$6,000	\$6,000	\$6,000
C-4.3	Federal Grants & Match	\$44,102	\$39,266	\$358,371	\$378,067
C-4.4	Suppression Eq/Services	\$21,122	\$0	\$40,000	\$55,000
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	\$20,639	\$24,996	\$31,000	\$31,000
C-6.2	Emergency Relief	\$0	\$0	\$76,723	\$78,934
C-6.3	Other	\$14,878	\$19,011	\$50,005	\$50,005
C-6.4	_____				
C-7	TOTAL OPERATIONS	\$579,406	\$324,079	\$1,064,349	\$1,101,256

NAME OF DISTRICT/BOARD

SCHEDULE D

DATA INPUT

INDIRECT COSTS BUDGET

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 Fire Suppression Dues
- D-1.6 Fidelity Bonds

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)
- Volunteer FF Pension
- Volunteer FF Mutual Aid

D-3 Depreciation Expenses

D-4 TOTAL INDIRECT COSTS

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$3,637	\$4,101	\$5,000	\$5,000
\$5,466	\$6,228	\$8,000	\$8,000
\$7,600	\$7,547	\$8,500	\$8,500
\$300	\$300	\$600	\$600
\$25,422	\$13,061	\$23,300	\$23,300
\$21,814	\$29,091	\$24,925	\$24,925
\$0	\$16	\$1,500	\$1,500
\$16,989	\$15,464	\$22,100	\$22,100
\$7,014	\$7,223	\$8,900	\$8,900
\$4,300	\$4,950	\$5,700	\$5,700
\$210	\$70	\$400	\$400
\$92,753	\$88,051	\$108,925	\$108,925

Form approved by Department of Audit, Public Funds Division

NAME OF DISTRICT/BOARD _____

SCHEDULE E
CAPITAL OUTLAY BUDGET

DATA INPUT

		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		Fire Equipment
E-1.6		Shop Equipment
E-2	TOTAL CAPITAL OUTLAY	

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$0	\$0	\$0	\$0
\$3,798	\$312	\$5,000	\$10,000
\$86,210	\$67,274	\$230,000	\$230,000
\$15,990	\$1,506	\$5,000	\$15,000
\$105,997	\$69,092	\$240,000	\$255,000

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	\$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	\$0	\$0
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	\$0	\$0
G-3	Grants		
G-3.1	Direct Federal Grants		
G-3.2	Federal Grants thru State Agencies	\$37,052	\$38,273
G-3.3	Grants from State Agencies	\$30,000	\$8,043
G-3.4	Total Grants	\$67,052	\$46,316
G-4	Miscellaneous:		
G-4.1	Interest	\$2,005	\$1,655
G-4.2	Other: Specify <u>Other</u>	\$470,697	\$180,428
G-4.3	Total Miscellaneous	\$472,702	\$182,083
G-5	Total Forecasted Revenue	\$539,755	\$228,399

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$37,052	\$38,273	\$391,378	\$391,379
\$30,000	\$8,043	\$100,000	\$100,000
\$67,052	\$46,316	\$491,378	\$491,379
\$2,005	\$1,655	\$1,400	\$1,400
\$470,697	\$180,428	\$258,883	\$258,883
\$472,702	\$182,083	\$260,283	\$260,283
\$539,755	\$228,399	\$751,661	\$751,662

G-6	Total Estimated Cash and Investments on Hand		
G-7	Deductions:		
G-7.1	a. Unpaid bills at FYE	\$0	\$0
G-7.2	b. Reserves	\$517,500	\$542,500
G-7.3	Total Deductions (a+b)	\$517,500	\$542,500
G-8	Estimated cash available	\$168,887	\$304,125
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)	\$0	\$0
G-10	Total Cash Available and Forecasted Revenue	\$708,642	\$532,524

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$686,387	\$846,625	\$938,083	\$976,078
\$0	\$0	\$0	\$0
\$517,500	\$542,500	\$625,000	\$625,000
\$517,500	\$542,500	\$625,000	\$625,000
\$168,887	\$304,125	\$313,083	\$351,078
\$0	\$0	\$0	\$0
\$708,642	\$532,524	\$1,064,744	\$1,102,741

Final Budget

Weston County Fire Protection Dist.

FYE 6/30/2015

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
\$410,036	\$404,541	\$395,450	\$409,360
\$52,629	\$44,986	\$43,750	\$43,750

Form approved by Department of Audit, Public Funds Division

NAME OF DISTRICT/BOARD

I-1 BUDGET MESSAGE

Overall, the financial policies of the Weston County Fire Protection District remain the same for Fiscal Year 2014-2015 as in years past. These policies include maintaining adequate reserves of cash for general operating between revenue gaps, maintaining the depreciation reserve for replacement of capital equipment as well as maintaining reserves for catastrophic fire suppression and any other emergency situation that may arise. The District will continue to focus its attention on maintaining current equipment, facilities and personnel to provide effective fire protection services. With a slight increase in anticipated tax revenue and with the assistance of County-Wide Consensus Funding, the District has budgeted to purchase additional firefighting equipment this fiscal year. As in years past, we will have a great deal of revenue and expenditures for the wildland/urban interface projects completed through the Wildland Fire Mitigation Coordinator. This is pass-through money and no local match dollars are required, therefore the expenditures are offset by the revenue. Another large area, for both revenue and expenses, is in Project Fire Costs. National fire activity will likely be average this year; therefore we expect to have firefighters out on multiple incidents. Both the anticipated revenue and expenditures, primarily in 371.1 Reimbursed Project Fire Costs/Income and 411 Personnel Services and 425 Project Fire Travel/Equipment, reflect those anticipated dispatches this season. Any associated expenses with these dispatches are billed to the incident and our firefighters are paid with reimbursed funds. We were also able to continue to fund our Emergency Relief expense line item that allows us to quickly address any unforeseen minor emergency conditions that might arise throughout the fiscal year that weren't budgeted elsewhere. The Weston County Fire Protection District formally requests three full mills funding, as even if it exceeds budgeted figures, any additional amounts will be carried forward and allocated to future expenditures; thereby allowing the District to provide its constituents a high level of service and protection while being fiscally conservative.

Final Budget

Weston County Fire Protection Dist.

7.14.2014

NAME OF DISTRICT/BOARD

DATE OF BUDGET HEARING

6/30/2015

WCFPD Office

4:30 p.m.

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	\$842,182	\$548,473	\$1,503,944	\$1,555,851
S-2 Total to be added to Reserves	\$25,000	\$82,500	\$0	\$0
S-3 Total Cash and Forecasted Revenues	\$708,642	\$532,524	\$1,064,744	\$1,102,741
S-4 Additional Financial Support Required	\$158,540	\$98,449	\$439,200	\$453,110
S-5 Amount as approved by County Commissioners	\$462,665	\$449,527	\$439,200	\$453,110

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)	\$410,036	\$404,541	\$395,450	\$409,360
S-7 Other County Support	\$52,629	\$44,986	\$43,750	\$43,750

Additional funding approved by:

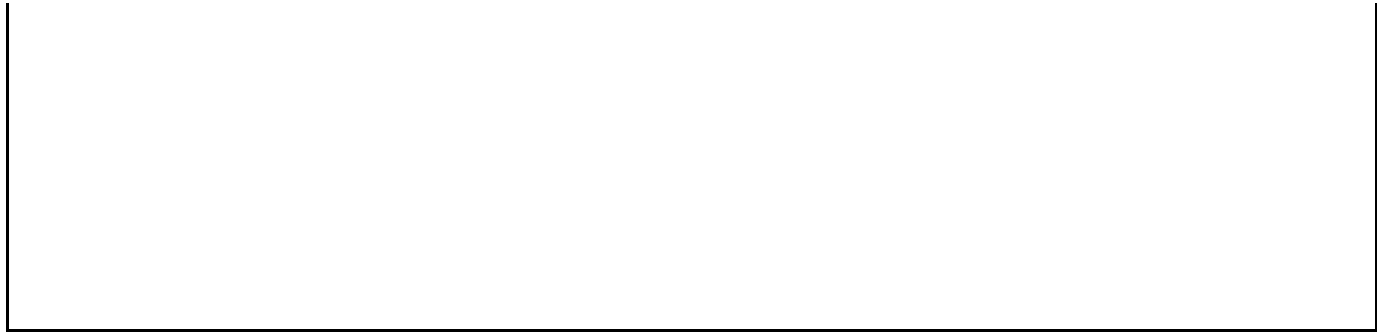
County Commissioner

Date Approved _____

S-8 BUDGET MESSAGE

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

Overall, the financial policies of the Weston County Fire Protection District remain the same for Fiscal Year 2014-2015 as in years past. These policies include maintaining adequate reserves of cash for general operating between revenue gaps, maintaining the depreciation reserve for replacement of capital equipment as well as maintaining reserves for catastrophic fire suppression and any other emergency situation that may arise. The District will continue to focus its attention on maintaining current equipment, facilities and personnel to provide effective fire protection services. With a slight increase in anticipated tax revenue and with the assistance of County-Wide Consensus Funding, the District has budgeted to purchase additional firefighting equipment this fiscal year. As in years past, we will have a great deal of revenue and expenditures for the wildland/urban interface projects completed through the Wildland Fire Mitigation Coordinator. This is pass-through money and no local match dollars are required, therefore the expenditures are offset by the revenue. Another large area, for both revenue and expenses, is in Project Fire Costs. National fire activity will likely be average this year; therefore we expect to have firefighters out on multiple incidents. Both the anticipated revenue and expenditures, primarily in 371.1 Reimbursed Project Fire Costs/Income and 411 Personnel Services and 425 Project Fire Travel/Equipment, reflect those anticipated dispatches this season. Any associated expenses with these dispatches are billed to the incident and our firefighters are paid with reimbursed funds. We were also able to continue to fund our Emergency Relief expense line item that allows us to quickly address any unforeseen minor emergency conditions that might arise throughout the fiscal year that weren't budgeted elsewhere. The Weston County Fire Protection District formally requests three full mills funding, as even if it exceeds budgeted figures, any additional amounts will be carried forward and allocated to future expenditures; thereby allowing the District to provide its constituents a high level of service and protection while being fiscally conservative.



Date adopted by Special District _____

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

Weston County Fire Protection Dist.
NAME OF DISTRICT/BOARD _____

FYE 06/30/15

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	\$0
\$0	\$0	\$0	\$0
\$67,052	\$46,316	\$491,378	\$491,379
\$472,702	\$182,083	\$260,283	\$260,283
\$168,887	\$304,125	\$313,083	\$351,078
\$0	\$0	\$0	\$0
\$708,642	\$532,524	\$1,064,744	\$1,102,741

Weston County Fire Protection Dist.
NAME OF DISTRICT/BOARD _____

FYE 06/30/15

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**

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$64,026	\$67,251	\$90,670	\$90,670
\$579,406	\$324,079	\$1,064,349	\$1,101,256
\$92,753	\$88,051	\$108,925	\$108,925
\$105,997	\$69,092	\$240,000	\$255,000
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0

J-14 Total Expenditures

	\$842,182	\$548,473	\$1,503,944	\$1,555,851

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
\$0	\$25,000	\$100,000	\$100,000
\$150,000	\$150,000	\$150,000	\$150,000
\$367,500	\$367,500	\$375,000	\$375,000
\$517,500	\$542,500	\$625,000	\$625,000
\$25,000	\$75,000	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$7,500	\$0	\$0
\$25,000	\$82,500	\$0	\$0
\$542,500	\$625,000	\$625,000	\$625,000
\$0	\$0	\$0	\$0
\$542,500	\$625,000	\$625,000	\$625,000

PREPARED BY: Daniel Tysdal

DISTRICT ADDRESS: PO Box 937
Newcastle WY 82701

DISTRICT PHONE: (307) 746-2031

*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*