

RECEIVED

MAY 04 2015

Per _____

Proposed Budget

Washakie County Library

NAME OF DISTRICT/BOARD

14-Jul-15

DATE OF BUDGET HEARING

6/30/2016

FISCAL YEAR ENDING

Washakie County Court House

LOCATION OF BUDGET HEARING

7:00 AM

TIME OF HEARING

PROPOSED BUDGET SUMMARY

S-1 Total Expenditures, Cash Requirements

S-2 Total to be added to Reserves

S-3 Total Cash and Forecasted Revenues

S-4 Additional Financial Support Required

S-5 Amount as approved by County Commissioners

Analysis of additional Financial Support Required:

S-6 Tax levy (for entities able to make levies)

S-7 Other County Support

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
S-1	\$228,022	\$268,529	✓ \$284,915	
S-2	\$0	\$25,000	✓ \$35,000	
S-3	\$347,532	\$306,231	✓ \$123,363	
S-4	\$0	\$0	✓ \$196,552	
S-5	\$0	\$0	\$0	

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
S-6	\$0	\$0	\$0	
S-7	\$0	\$0	\$0	

Additional funding approved by:

County Commissioner

Date Approved _____

Additional Support 196,552.00

Proposed Budget

Washakie County Library

FYE 6/30/2016

NAME OF DISTRICT/BOARD

I-1 **BUDGET MESSAGE**

The budget is very similar to last years budget, at this time there has not been a drastic financial change in the libraries financial position. The Board is making every effort to keep their costs in line while focusing on increasing their reserves.

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Washakie County Library

FYE 6/30/2016

NAME OF DISTRICT/BOARD

SCHEDULE B
ADMINISTRATION BUDGET

DATA INPUT

ACTIVITY		2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
B-1	Personnel Services:				
B-1.1	Administrator	\$41,000	\$41,000	\$41,000	
B-1.2	Secretary				
B-1.3	Clerical				
B-1.4	Other (Specify)				
B-1.5	_____				
B-1.6	_____				
B-2	Board Expenses:				
B-2.1	Travel	\$0	\$250	\$1,000	
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	\$2,000	\$2,500	\$2,500	
B-3.3	Other (Specify)				
B-3.4	_____				
B-3.5	_____				
B-4	Other:				
B-4.1	Office Supplies	\$6,500	\$6,500	\$6,500	
B-4.2	Office equipment, rent & repair	\$2,500	\$2,500	\$2,500	
B-4.3	Education				
B-4.4	Registrations	\$500	\$500	\$500	
B-4.5	Other (Specify)				
B-4.6	_____				
B-4.7	_____				
B-5	TOTAL ADMINISTRATION	\$52,500	\$53,250	\$54,000	

Form approved by Department of Audit, Public Funds Division



Proposed Budget

Washakie County Library
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2016

SCHEDULE C

DATA INPUT

OPERATIONS BUDGET

ACTIVITY		2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
C-1	Personnel Services:				
C-1.1	Wages--Operations	\$93,045	\$107,000	\$107,000	
C-1.2	Service Contracts				
C-1.3	Other (Specify)				
C-1.4	_____				
C-1.5	_____				
C-2	Travel:				
C-2.1	Mileage	\$5,786	\$4,729	\$7,000	
C-2.2	Other (Specify)				
C-2.3	_____				
C-2.4	_____				
C-3	Operating supplies (List):				
C-3.1	Postage	\$2,000	\$3,350	\$3,350	
C-3.2	_____				
C-3.3	_____				
C-3.4	_____				
C-4	Program Services (List):				
C-4.1	Programs	\$1,000	\$1,000	\$2,000	
C-4.2	_____				
C-4.3	_____				
C-4.4	_____				
C-5	Contractual Arrangements (List):				
C-5.1	Technology	\$7,000	\$15,000	\$16,000	
C-5.2	WYLD	\$5,400	\$5,400	\$5,400	
C-5.3	Movie contract	\$350	\$350	\$400	
C-5.4	_____				
C-6	Other operations (Specify):				
C-6.1	Advertising	\$200	\$310	\$1,000	
C-6.2	Dues	\$500	\$350	\$500	
C-6.3	Books	\$18,000	\$20,000	\$24,000	
C-6.4	Unanticipated	\$265	\$25	\$500	
C-7	TOTAL OPERATIONS	\$133,546	\$157,514	\$167,150	

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Washakie County Library

FYE 6/30/2016

NAME OF DISTRICT/BOARD

SCHEDULE G

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 Other: Additional
- G-4.4 Total Miscellaneous

G-5 Total Forecasted Revenue

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
G-1 Government Support				
G-1.1 State Aid				
G-1.2 County Aid	\$199,699	\$190,948		
G-1.3 City (or Town) Aid				
G-1.4 Other (Specify)				
G-1.5 Total Government Support	\$199,699	\$190,948	\$0	
G-2 Operating Revenues				
G-2.1 Customer Charges	\$4,945	\$5,511	\$5,000	
G-2.2 Sales of Goods or Services				
G-2.3 Other Assessments	\$18,000	\$18,000	\$18,000	
G-2.4 Total Operating Revenues	\$22,945	\$23,511	\$23,000	
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	\$0	\$0	\$0	
G-4 Miscellaneous:				
G-4.1 Interest	\$1,179	\$563	\$400	
G-4.2 Other: Specify				
G-4.3 Other: Additional				
G-4.4 Total Miscellaneous	\$1,179	\$563	\$400	
G-5 Total Forecasted Revenue	\$223,823	\$215,022	\$23,400	

G-6 DEPRECIATION (REPLACEMENT) RESERVE

- G-6.1 Balance in Reserve Account, beginning of budget year
- G-6.2 Amount to be added to the reserve
- G-6.3 SUB-TOTAL
- G-6.4 Identify the amount to be spent from "Reserve for Capital Outlay"
 - a. _____
 - b. _____
 - c. _____
- G-6.5 TOTAL CAPITAL OUTLAY (a+b+c)
- G-6.6 Balance to be retained in Depreciation Reserve

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
G-6.1 Balance in Reserve Account, <u>beginning of budget year</u>	\$15,000	\$15,000	\$25,000	
G-6.2 Amount to be added to the reserve		\$10,000	\$10,000	
G-6.3 SUB-TOTAL	\$15,000	\$25,000	\$35,000	
G-6.4 Identify the amount to be spent from "Reserve for Capital Outlay"				
a. _____				
b. _____				
c. _____				
G-6.5 TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$0	\$0	
G-6.6 Balance to be retained in Depreciation Reserve	\$15,000	\$25,000	\$35,000	

G-7 OTHER RESERVE

- G-7.1 Balance in Reserve Account, beginning of budget year
- G-7.2 Amount to be added to the reserve
- G-7.3 SUB-TOTAL
- G-7.4 Identify the amount and project to be spent from "Other Reserves"
 - a. _____
 - b. _____
 - c. _____
- G-7.5 TOTAL OTHER RESERVE OUTLAY (a+b+c)
- G-7.6 Balance to be retained in Other Reserve Account (Line

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$19,760	\$19,760	\$19,760	
\$19,760	\$19,760	\$19,760	
\$0	\$0	\$0	
\$19,760	\$19,760	\$19,760	

G-8 EMERGENCY RESERVE (cash)

- G-8.1 Balance in Reserve Account, beginning of budget year
- G-8.2 Amount to be added to the reserve
- G-8.3 SUB-TOTAL
- G-8.4 Amount to be spent from Emergency Reserve (Cash)
- G-8.5 Balance to be retained in Cash Reserve Account (Line
- G-8.6 TOTAL TO BE SPENT

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$104,008	\$104,008	\$119,008	
	\$15,000	\$25,000	
\$104,008	\$119,008	\$144,008	
\$104,008	\$119,008	\$144,008	
\$0	\$0	\$0	

G-9 Total Estimated Cash and Investments on Hand (including any reserves listed above)

G-10 Deductions:

- G-10.1 a. Unpaid bills at FYE
- G-10.2 b. Reserves
- G-10.3 **Total Deductions (a+b)**

G-11 Estimated cash available

G-12 Other Forecasted Revenues:

- G-12.1 a. Other past due-as estimated by Co. Treas.
- G-12.2 b. Other forecasted revenue (specify):
- G-12.3 _____
- G-12.4 _____
- G-12.5 _____
- G-12.6 Total Other Forecasted Revenue (a+b)

G-13 Total Cash Available and Forecasted Revenue

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$262,477	\$262,477	\$306,231	
	\$7,500	✓ \$7,500	
\$138,768	\$163,768	✓ \$198,768	
\$138,768	\$171,268	✓ \$206,268	
\$123,709	\$91,209	✓ \$99,963	
\$0	\$0	\$0	
\$347,532	\$306,231	\$123,363	

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

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$52,500	\$53,250	✓ \$54,000	
\$133,546	\$157,514	✓ \$167,150	
\$36,976	\$52,765	✓ \$55,765	
\$5,000	\$5,000	✓ \$8,000	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$228,022	\$268,529	\$284,915	

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

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$15,000	\$15,000	\$25,000	
\$19,760	\$19,760	\$19,760	
\$104,008	\$104,008	\$119,008	
\$138,768	\$138,768	\$163,768	
\$0	\$10,000	\$10,000	
\$0	\$0	\$0	
\$0	\$15,000	\$25,000	
\$0	\$25,000	\$35,000	
\$138,768	\$163,768	\$198,768	
\$0	\$0	\$0	
\$138,768	\$163,768	\$198,768	

PREPARED BY: Enter on First Page

DISTRICT ADDRESS: 1019 Coburn Av
Worland WY 82401

DISTRICT PHONE: 307-347-2231

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

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

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$199,699	\$190,948	\$0	
\$22,945	\$23,511	✓ \$23,000	
\$0	\$0	\$0	
\$1,179	\$563	✓ \$400	
\$123,709	\$91,209	✓ \$99,963	
\$0	\$0	\$0	
\$347,532	\$306,231	✓ \$123,363	

Proposed Budget

Washakie County Library

FYE 6/30/2016

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)

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Save a copy of this .pdf budget in your DOCUMENTS folder.
 The saved copy of the budget will then need to be submitted via email to
 - Your County Commissioners
 - The Wyoming Department of Audit at doa-pfd-web@wyo.gov

<p>NAME OF DISTRICT/BOARD: <u>Washakie County Library</u></p> <hr/> <p>COUNTY: <u>Washakie</u></p> <hr/> <p>DISTRICT ADDRESS: <u>1019 Coburn Av</u></p> <hr/> <p>City, State, Zip <u>Worland WY 82401</u></p> <hr/> <p>DISTRICT PHONE: <u>307-347-2231</u></p> <hr/> <p>Fiscal Year Ending: <u>June 30, 2016</u></p>	<p>YOUR NAME: </p> <hr/> <p>HEARING DATE: <u>7/14/2015</u></p> <hr/> <p>LOCATION OF HEARING: <u>Washakie County Court House</u></p> <hr/> <p>TIME OF HEARING: <u>7:00 AM</u></p> <hr/>
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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 this as an Excel file and save to your computer.
 - b. **Begin by reading this instruction sheet and continue by inputting data on the following 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 top of this sheet (Name, County, District address, District phone, FYE, Your name, Date, Location, and Time of Hearing).
You cannot enter data into cells shaded in gray as they are automatic totals.
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.
4. For EACH budget form prepared (Proposed or Final) you will click the "Convert to PDF" 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 need to be submitted via email to your County Commissioners **AND** to the Wyoming Department of Audit at doa-pfd-web@wyo.gov
5. If you have ANY questions, or concerns, please contact the Public Funds Division at 307-777-7798.

What's New:

1. The **Schedule A Reserve Funds** Worksheet has been **moved** to Schedule G, the Cash and Forecasted Revenue page.
2. If you have a large list of items to add to certain sections, there is a page to **add more items**.

Helpful Tip: Certain headings have comments associated with them, which contain more detailed information regarding the section of the budget form you are about to complete. They appear in red boxes to the right of the budget form.

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.