

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: Washakie County Library</p>	<p>YOUR NAME: Julie Cross</p>
<p>DISTRICT ADDRESS: 1019 Coburn Av Worland WY 82401</p>	<p>HEARING DATE:</p>
<p>DISTRICT PHONE: 307-347-2231</p>	<p>LOCATION OF HEARING: Washakie County Courthou</p>
<p>FYE: 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
\$15,000	\$15,000	\$15,000	
		\$10,000	
\$15,000	\$15,000	\$25,000	
\$0	\$0	\$0	
\$15,000	\$15,000	\$25,000	

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
\$19,760	\$19,760	\$19,760	
\$19,760	\$19,760	\$19,760	
\$0	\$0	\$0	
\$19,760	\$19,760	\$19,760	

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
\$108,008	\$104,008	\$104,008	
		\$15,000	
\$108,008	\$104,008	\$119,008	
		\$0	
\$108,008	\$104,008	\$119,008	
\$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	\$42,612	\$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	\$195		\$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	\$1,588	\$2,000	\$2,500	
B-3.3	Other (Specify)				
B-3.4	Telephone	\$1,632	\$2,750	\$2,600	
B-3.5	_____				
B-4	Other:				
B-4.1	Office Supplies	\$6,841	\$6,500	\$6,500	
B-4.2	Office equipment, rent & repair	\$1,853	\$2,500	\$2,500	
B-4.3	Education				
B-4.4	Registrations				
B-4.5	Other (Specify)				
B-4.6	Dues	\$603	\$500	\$500	
B-4.7	Advertising	\$404	\$200	\$1,000	
B-5	TOTAL ADMINISTRATION	\$55,728	\$55,450	\$57,600	

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 _____
- 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 Postage
- C-3.2 _____
- C-3.3 _____
- C-3.4 _____

C-4 Program Services (List):

- C-4.1 Ten Sleep
- C-4.2 Worland
- C-4.3 _____
- C-4.4 _____

C-5 Contractual Arrangements (List):

- C-5.1 WYLD
- C-5.2 Movie
- C-5.3 _____
- C-5.4 _____

C-6 Other operations (Specify):

- C-6.1 Books
- C-6.2 Technology
- C-6.3 Unanticipated
- C-6.4 _____

C-7 TOTAL OPERATIONS

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$95,291	\$93,045	\$107,000	
\$4,827	\$5,786	\$7,000	
\$2,487	\$2,200	\$3,350	
\$493		\$500	
\$1,078		\$500	
\$2,961	\$5,400	\$5,400	
\$350	\$350	\$350	
\$17,139	\$18,000	\$20,000	
\$6,937	\$7,000	\$15,000	
\$2,769	\$265	\$500	
\$134,332	\$132,046	\$159,600	

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>Library Equipment</u>
E-1.6		_____
E-2	TOTAL CAPITAL OUTLAY	

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$4,783	\$4,000	\$5,000	
\$4,783	\$4,000	\$5,000	

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
\$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
\$199,401	\$175,000		
\$199,401	\$175,000	\$0	
\$5,396	\$4,945	\$3,500	
\$306	\$255	\$250	
\$18,000	\$18,000	\$18,000	
\$23,702	\$23,200	\$21,750	
\$0	\$0	\$0	
\$1,054	\$772	\$450	
\$1,054	\$772	\$450	
\$224,157	\$198,972	\$22,200	

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
\$259,175	\$237,332	\$237,335	
	\$11,250	\$11,250	
\$142,768	\$138,768	\$138,768	
\$142,768	\$150,018	\$150,018	
\$116,407	\$87,314	\$87,317	
\$0	\$0	\$0	
\$340,564	\$286,286	\$109,517	

Proposed Budget

Washakie County Library

FYE 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

Form approved by Department of Audit, Public Funds Division

NAME OF DISTRICT/BOARD**I-1 BUDGET MESSAGE**

The library board and director continue to work conscientiously to develop a fiscally responsible budget that utilizes county funds with prudence. The library system is dedicated to using county funds in such a manner that is both conservative and beneficial to our patrons. We have requested the minimal amount to provide basic services to our communities. We have taken into consideration the hours of operation, services and programs provided that meet the needs of our patrons. Any reduction in our budget will negatively impact our communities. The budget reflects an increase in salaries. Staff members do not receive a wage that is competitive with Washakie County. The library board hopes to become more competitive with local businesses and to be able to recruit qualified, professional employees for staffing positions. We are requesting county health care coverage for our two full time staff members. After the anniversary date in August, the HRA's are required to be attached to a qualifying health care plan, our two employees do not have one. As the Libraries continue to move into the digital age, there is an ever increasing demand for computer access. Additional funding is requested to enable the libraries to "bridge the digital divide". We recognize the county's financial constraints and responsibilities. We are grateful for the funding we receive to operate the Washakie County

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Washakie County Library

0-Jan-00

NAME OF DISTRICT/BOARD

DATE OF BUDGET HEARING

2015

Washakie County Courthouse

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	\$229,809	\$228,172	\$260,465	
S-2 Total to be added to Reserves	\$0	\$0	\$25,000	
S-3 Total Cash and Forecasted Revenues	\$340,564	\$286,286	\$109,517	
S-4 Additional Financial Support Required	-\$110,755	-\$58,114	\$175,948	
S-5 Amount as approved by County Commissioners	\$0	\$0	\$0	

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)	\$0	\$0	\$0	
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 library board and director continue to work conscientiously to develop a fiscally responsible budget that utilizes county funds with prudence. The library system is dedicated to using county funds in such a manner that is both conservative and beneficial to our patrons. We have requested the minimal amount to provide basic services to our communities. We have taken into consideration the hours of operation, services and programs provided that meet the needs of our patrons. Any reduction in our budget will negatively impact our communities. The budget reflects an increase in salaries. Staff members do not receive a wage that is competitive with Washakie County. The library board hopes to become more competitive with local businesses and to be able to recruit qualified, professional employees for staffing positions. We are requesting county health care coverage for our two full time staff members. After the anniversary date in August, the HRA's are

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
\$199,401	\$175,000	\$0	
\$23,702	\$23,200	\$21,750	
\$0	\$0	\$0	
\$1,054	\$772	\$450	
\$116,407	\$87,314	\$87,317	
\$0	\$0	\$0	
\$340,564	\$286,286	\$109,517	

Washakie County Library

FYE 07/07/05

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
\$55,728	\$55,450	\$57,600	
\$134,332	\$132,046	\$159,600	
\$34,966	\$36,676	\$38,265	
\$4,783	\$4,000	\$5,000	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$229,809	\$228,172	\$260,465	

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
\$15,000	\$15,000	\$15,000	
\$19,760	\$19,760	\$19,760	
\$108,008	\$104,008	\$104,008	
\$142,768	\$138,768	\$138,768	
\$0	\$0	\$10,000	
\$0	\$0	\$0	
\$0	\$0	\$15,000	
\$0	\$0	\$25,000	
\$142,768	\$138,768	\$163,768	
\$0	\$0	\$0	
\$142,768	\$138,768	\$163,768	

PREPARED BY: Julie Cross

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*