

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: Worland Fire Protection District #1</p>	<p>YOUR NAME: Chris Kocher</p>
<p>DISTRICT ADDRESS: 200 South 5th Street Worland, WY 82401</p>	<p>HEARING DATE: 17-Jul-14</p>
<p>DISTRICT PHONE: 307-347-6379</p>	<p>LOCATION OF HEARING: 200 South 5th Street</p>
<p>FYE: 63015</p>	<p>TIME OF HEARING: 5:30 PM</p>

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. 2nd Half of Engine 8
 - b. Fire Tools& EQP for E-8
 - c. Facility Improvement/ Offi
- A-1.5 TOTAL CAPITAL OUTLAY (a+b+c)
- A-1.6 (Line 3 - Line 5)

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$292,000	\$485,106	\$485,106	
\$292,000	\$485,106	\$485,106	
		\$165,000	
		\$20,000	
		\$5,000	
\$0	\$0	\$190,000	
\$292,000	\$485,106	\$295,106	

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 - Line 11)

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$0	\$548,000	\$548,000	
\$0	\$548,000	\$548,000	
\$0	\$0	\$0	
\$0	\$548,000	\$548,000	

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
\$796,069	\$337,377	\$337,377	
\$796,069	\$337,377	\$337,377	
		\$0	
\$796,069	\$337,377	\$337,377	
\$0	\$0	\$190,000	

Form approved by Department of Audit, Public Funds Division

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		_____
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		Minute Taker Services
B-3.5		Dispatch Agreement
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		Dues/ Publications
B-4.7		Chief's Expenses
B-5	TOTAL ADMINISTRATION	

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$63,160	\$64,050	\$64,691	
		\$0	
\$15,140	\$15,000	\$15,550	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
		\$0	
\$496	\$278	\$1,000	
\$1,810	\$2,000	\$2,000	
\$720	\$720	\$780	
\$25,970	\$24,958	\$26,000	
		\$0	
\$1,203	\$2,053	\$2,000	
		\$0	
		\$0	
		\$0	
		\$0	
\$857	\$848	\$1,000	
\$1,442	\$1,200	\$3,000	
\$110,798	\$111,107	\$116,021	

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 Water & Volunteer Incenti
- C-1.5 Wildland/ RERT Dispatch

C-2 Travel:

- C-2.1 Mileage
- C-2.2 Other (Specify)
- C-2.3 Perdium
- C-2.4 _____

C-3 Operating supplies (List):

- C-3.1 Gasoline/ Oil
- C-3.2 Fire Maint/ tools/supplies
- C-3.3 Fire Supplies
- C-3.4 Grant Purchases

C-4 Program Services (List):

- C-4.1 Legal Advertising
- C-4.2 Election Expense
- C-4.3 _____
- C-4.4 _____

C-5 Contractual Arrangements (List):

- C-5.1 PO Box Rental
- C-5.2 Utilities
- C-5.3 Telephone
- C-5.4 Proerty Taxes-Road 11

C-6 Other operations (Specify):

- C-6.1 Grounds & Maint
- C-6.2 Training-Safety Ed
- C-6.3 _____
- C-6.4 Fitness/wellness-Recuit/R

C-7 TOTAL OPERATIONS

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$40,687	\$37,000	\$59,417	
\$23,406	\$22,971	\$23,000	
\$132,052	\$122,440	\$120,000	
\$21,625	\$10,860	\$20,000	
\$30,747	\$30,000	\$35,000	
\$25,599	\$25,700	\$28,650	
\$14,993	\$17,100	\$19,500	
\$94,739	\$136,000	\$140,000	
\$170	\$300	\$500	
\$447	\$0	\$500	
\$58	\$70	\$70	
\$9,934	\$11,258	\$11,260	
\$4,689	\$4,700	\$5,000	
\$527	\$527	\$550	
\$15,062	\$16,428	\$20,000	
\$12,655	\$13,000	\$17,000	
\$657	\$500	\$10,000	
\$3,846	\$5,000	\$9,500	
\$431,893	\$453,854	\$519,947	

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		<u>Surety Bond</u>
D-1.6		
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)
		<u>Employee Incentive</u>
		<u>Wildland/RERT Payroll E:</u>
D-3	Depreciation Expenses	
D-4	TOTAL INDIRECT COSTS	

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$21,272	\$22,000	\$21,700	
\$100	\$100	\$100	
\$4,625	\$10,000	\$9,000	
\$7,695	\$10,000	\$9,000	
\$2,412	\$3,000	\$3,500	
\$12,765	\$14,253	\$15,000	
\$38,333	\$36,000	\$36,700	
\$16,983	\$13,053	\$17,000	
\$11,712	\$8,500	\$12,000	
\$115,897	\$116,906	\$124,000	

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		Fire Tools& EQP for E-8
E-1.6		Facility Improvement
E-2	TOTAL CAPITAL OUTLAY	

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$3,148	\$185,000	\$165,000	
\$0	\$3,000	\$3,000	
\$0	\$0	\$20,000	
\$0	\$0	\$2,000	
\$3,148	\$188,000	\$190,000	

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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

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 Wildland Income
 - G-4.3 Total Miscellaneous
- G-5 Total Forecasted Revenue**

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$18,055	\$18,000	\$18,000	
\$73,742	\$70,000	\$70,000	
\$91,797	\$88,000	\$88,000	
\$0	\$0	\$0	
\$99,994	\$120,000	\$140,000	
\$16,086	\$16,000	\$10,000	
\$116,080	\$136,000	\$150,000	
\$6,377	\$3,000	\$1,000	
\$378,694	\$289,052	\$184,000	
\$385,071	\$292,052	\$185,000	
\$592,948	\$516,052	\$423,000	

- 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
\$0	\$190,000	\$380,000	
\$0	\$0	\$190,000	
\$0	\$0	\$190,000	
\$0	\$190,000	\$190,000	
\$0	\$0	\$0	
\$592,948	\$706,052	\$613,000	

Proposed Budget

Worland Fire Protection District #1

FYE 63015

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
\$335,996	\$336,034	\$337,000	

Form approved by Department of Audit, Public Funds Division

NAME OF DISTRICT/BOARD

I-1 BUDGET MESSAGE

BUDGET MESSAGE ---- FISCAL YEAR 2014-2015 ENDING JUNE 30, 2015
OVERTURE: Even with the replacement of Engine 8 a 34 year old Engine.
The fiscal policy of the Worland Fire Protection District #1 remains unchanged: continue in our efforts to market equipment, staff, and volunteer personnel on special use assignment. It is still the Districts' objective to find ways to fund a new fire station, while maintaining the high standards of customer service to the citizens of the Worland Fire Protection District #1. With limited funding sources other than tax funds, we will continue to enhance our position of marketing our equipment, staff, and volunteer firefighters, which helps provide us with needed additional funds for capital investments.

Budget Officer	Title
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Form approved by Department of Audit, Public Funds Division

Proposed Budget

Worland Fire Protection District #1

17-Jul-14

NAME OF DISTRICT/BOARD

DATE OF BUDGET HEARING

63015

200 South 5th Street

5:30 PM

FYE

LOCATION OF BUDGET HEARING

TIME OF HEARING

FINAL BUDGET SUMMARY

S-1 **Total Expenditures, Cash Requirements**

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$661,736	\$869,867	\$949,968	
\$0	\$0	\$0	
\$592,948	\$706,052	\$613,000	
\$68,788	\$163,815	\$336,968	
\$335,996	\$336,034	\$337,000	

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)**

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$335,996	\$336,034	\$337,000	
\$0	\$0	\$0	

S-7 **Other County Support**

Additional funding approved by:

County Commissioner

Date Approved _____

S-8 **BUDGET MESSAGE**

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

BUDGET MESSAGE ---- FISCAL YEAR 2014-2015 ENDING JUNE 30, 2015
 OVERTURE: Even with the replacement of Engine 8 a 34 year old Engine.
 The fiscal policy of the Worland Fire Protection District #1 remains unchanged: continue in our efforts to market equipment, staff, and volunteer personnel on special use assignment. It is still the Districts' objective to find ways to fund a new fire station, while maintaining the high standards of customer service to the citizens of the Worland Fire Protection District #1. With limited funding sources other than tax funds, we will continue to enhance our position of marketing our equipment, staff, and volunteer firefighters, which helps provide us with needed additional funds for capital investments.

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	\$91,797	\$88,000	\$88,000	
J-2 Operating Revenues	\$0	\$0	\$0	
J-3 Grants	\$116,080	\$136,000	\$150,000	
J-4 Miscellaneous:	\$385,071	\$292,052	\$185,000	
J-5 Estimated Cash Available	\$0	\$190,000	\$190,000	
J-6 Other Forecasted Revenue	\$0	\$0	\$0	
J-7 Total Cash Available and Forecasted Revenue	\$592,948	\$706,052	\$613,000	

NAME OF DISTRICT/BOARD

ESTIMATED EXPENDITURES

	Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
J-8 Administration	\$110,798	\$111,107	\$116,021	
J-9 Operations	\$431,893	\$453,854	\$519,947	
J-10 Indirect Costs	\$115,897	\$116,906	\$124,000	
J-11 Capital Outlay	\$3,148	\$188,000	\$190,000	
J-12 Debt Service	\$0	\$0	\$0	
J-13 Provision for Tax Shrinkage	\$0	\$0	\$0	
J-14 Total Expenditures	\$661,736	\$869,867	\$949,968	

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
\$292,000	\$485,106	\$485,106	
\$0	\$548,000	\$548,000	
\$796,069	\$337,377	\$337,377	
\$1,088,069	\$1,370,483	\$1,370,483	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$1,088,069	\$1,370,483	\$1,370,483	
\$0	\$0	\$190,000	
\$1,088,069	\$1,370,483	\$1,180,483	

PREPARED BY: Chris Kocher _____

DISTRICT ADDRESS: 200 South 5th Street

 Worland, WY 82401

DISTRICT PHONE: 307-347-6379 _____

*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*