

## 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](mailto: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><b>NAME OF DISTRICT/BOARD:</b> <span style="background-color: yellow; padding: 2px;">an Hill Road Improvement and Service</span></p>	<p><b>YOUR NAME:</b> <span style="background-color: yellow; padding: 2px;">Kathy Puckett</span></p>
<p><b>DISTRICT ADDRESS:</b> <span style="background-color: yellow; padding: 2px;">P.O. Box 1283</span> <span style="background-color: yellow; padding: 2px;">Laramie, WY 82073-1283</span></p>	<p><b>HEARING DATE:</b> <span style="background-color: yellow; padding: 2px;">3-Jun-14</span></p>
<p><b>DISTRICT PHONE:</b> <span style="background-color: yellow; padding: 2px;">307-760-4162 (cell of Kathy Puckett)</span></p>	<p><b>LOCATION OF HEARING:</b> <span style="background-color: yellow; padding: 2px;">Albany County Library</span></p>
<p><b>FYE:</b> <span style="background-color: yellow; padding: 2px;">6/30/2015</span></p>	<p><b>TIME OF HEARING:</b> <span style="background-color: yellow; padding: 2px;">6pm</span></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
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	

- 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. n/a \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
- A-1.5 TOTAL CAPITAL OUTLAY (a+b+c)
- A-1.6 (Line 3 - Line 5)

**A-2 OTHER RESERVE**

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$62,657	\$28,762	\$30,230	
\$20,075	\$1,468	\$12,270	
\$82,732	\$30,230	\$42,500	
\$53,970	\$0	\$0	
\$53,970	\$0	\$0	
\$28,762	\$30,230	\$42,500	

- 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. Paving Costs \_\_\_\_\_
  - b. \_\_\_\_\_
  - c. \_\_\_\_\_
- A-2.5 TOTAL OTHER RESERVE OUTLAY (a+b+c)
- A-2.6 - Line 11)

**A-3 EMERGENCY RESERVE (cash)**

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$20,000	\$20,000	\$20,000	
\$20,000	\$20,000	\$20,000	
\$20,000	\$20,000	\$15,000	
\$20,000	\$20,000	\$15,000	
\$53,970	\$0	\$5,000	

- 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**

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 \_\_\_\_\_
  - 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 \_\_\_\_\_
  - 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 \_\_\_\_\_
  - B-4.7 County Election Fee
- B-5 TOTAL ADMINISTRATION**

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$875	\$815	\$1,015	
\$519	\$270	\$628	
\$0	\$0	\$0	
	\$357	\$357	
\$1,394	\$1,442	\$2,000	

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 Road Supplies
- C-3.2 \_\_\_\_\_
- C-3.3 \_\_\_\_\_
- C-3.4 \_\_\_\_\_

**C-4 Program Services (List):**

- C-4.1 Road Maintenance
- C-4.2 Paving
- C-4.3 \_\_\_\_\_
- C-4.4 \_\_\_\_\_

**C-5 Contractual Arrangements (List):**

- C-5.1 Snow Removal
- C-5.2 Mowing
- C-5.3 \_\_\_\_\_
- C-5.4 \_\_\_\_\_

**C-6 Other operations (Specify):**

- C-6.1 \_\_\_\_\_
- C-6.2 \_\_\_\_\_
- C-6.3 \_\_\_\_\_
- C-6.4 \_\_\_\_\_

**C-7 TOTAL OPERATIONS**

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$500	\$38	\$500	
\$11,422	\$21,868	\$14,050	
\$53,970	\$0	\$0	
\$450	\$500	\$1,500	
\$900	\$950	\$950	
\$67,242	\$23,356	\$17,000	





**NAME OF DISTRICT/BOARD**

**SCHEDULE F**

**DATA INPUT**

**DEBT SERVICE BUDGET**

**F-1 Debt Service**  
 F-1.1 Principal  
 F-1.2 Interest  
 F-1.3 Fees  
**F-2 TOTAL DEBT SERVICE**

**ACTIVITY**

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$10,104	\$10,710	\$11,353	
\$9,076	\$8,470	\$7,827	
\$19,180	\$19,180	\$19,180	

*Form approved by Department of Audit, Public Funds Division*



# Proposed Budget

Sherman Hill Road Improvement and Service District

FYE 6/30/2015

**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 budget for FY 2015 reflects a cash reserve of \$15,000 for unforeseen expenditures and to keep approximately 75% of the annual loan payment in reserve. The board has studied the District's cash flow for the last several years, and has deemed this adequate. Cash available from previous assessments will be added to this year's assessments and used for scheduled road maintenance on non-paved streets (consisting of additional road base and dust suppressant). Road assessments will remain the same for FY 2015, and are expected to generate about \$45,930. Therefore, Total Revenues are \$96,180. The snow removal account has been decreased to \$1,500. Road maintenance expenses are budgeted at \$15,000. Budget reserves will be \$15,000 and road supplies are estimated at \$500. The administration budget of \$2,500 includes expenses for accounting services, office supplies, postage, treasurer's bond, legal fees, banking and liability insurance. The 12th loan installment is due December 1, 2014. Therefore, Total Expenditures are \$96,180. Submitted by Kathy Puckett, SHRISD Treasurer

*Form approved by Department of Audit, Public Funds Division*

# Proposed Budget

herman Hill Road Improvement and Service Distri

3-Jun-14

**NAME OF DISTRICT/BOARD**

**DATE OF BUDGET HEARING**

6/30/2015

Albany County Library

6pm

**FYE**

**LOCATION OF BUDGET HEARING**

**TIME OF HEARING**

**FINAL BUDGET SUMMARY**

		Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
<b>S-1</b>	<b>Total Expenditures, Cash Requirements</b>	\$88,316	\$44,478	\$38,680	
<b>S-2</b>	<b>Total to be added to Reserves</b>	\$20,075	\$1,468	\$12,270	
<b>S-3</b>	<b>Total Cash and Forecasted Revenues</b>	\$137,078	\$94,708	\$96,180	
<b>S-4</b>	<b>Additional Financial Support Required</b>	-\$28,687	-\$48,762	-\$45,230	
<b>S-5</b>	<b>Amount as approved by County Commissioners</b>	\$0	\$0	\$0	

**Analysis of additional Financial Support Required:**

		Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
<b>S-6</b>	<b>Tax levy (for entities able to make levies)</b>	\$0	\$0	\$0	
<b>S-7</b>	<b>Other County Support</b>	\$0	\$0	\$0	

Additional funding approved by:

\_\_\_\_\_

County Commissioner

Date Approved \_\_\_\_\_

**S-8 BUDGET MESSAGE**

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

The budget for FY 2015 reflects a cash reserve of \$15,000 for unforeseen expenditures and to keep approximately 75% of the annual loan payment in reserve. The board has studied the District's cash flow for the last several years, and has deemed this adequate. Cash available from previous assessments will be added to this year's assessments and used for scheduled road maintenance on non-paved streets (consisting of additional road base and dust suppressant). Road assessments will remain the same for FY 2015, and are expected to generate about \$45,930. Therefore, Total Revenues are \$96,180. The snow removal account has been decreased to \$1,500. Road maintenance expenses are budgeted at \$15,000. Budget reserves will be \$15,000 and road supplies are estimated at \$500. The administration budget of \$2,500 includes expenses for accounting services, office supplies, postate, treasurer's bond, legal fees, banking and liability

Date adopted by Special District \_\_\_\_\_

\_\_\_\_\_

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

**CASH AND FORECASTED REVENUE**

**FORECASTED REVENUE**

J-1	<b>Government Support</b>
J-2	<b>Operating Revenues</b>
J-3	<b>Grants</b>
J-4	<b>Miscellaneous:</b>
J-5	<b>Estimated Cash Available</b>
J-6	<b>Other Forecasted Revenue</b>
J-7	<b>Total Cash Available and Forecasted Revenue</b>

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$0	\$0	\$0	
\$46,292	\$45,930	\$45,930	
\$0	\$0	\$0	
\$8,129	\$16	\$20	
\$82,657	\$48,762	\$50,230	
\$0	\$0	\$0	
\$137,078	\$94,708	\$96,180	

**ESTIMATED EXPENDITURES**

J-8	<b>Administration</b>
J-9	<b>Operations</b>
J-10	<b>Indirect Costs</b>
J-11	<b>Capital Outlay</b>
J-12	<b>Debt Service</b>
J-13	<b>Provision for Tax Shrinkage</b>
J-14	<b>Total Expenditures</b>

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$1,394	\$1,442	\$2,000	
\$67,242	\$23,356	\$17,000	
\$500	\$500	\$500	
\$0	\$0	\$0	
\$19,180	\$19,180	\$19,180	
\$0	\$0	\$0	
\$88,316	\$44,478	\$38,680	

**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	<b>Total Reserves (a+b+c)</b>	

**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	<b>Total to be added (a+b+c)</b>	

**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	\$0	\$0	
\$62,657	\$28,762	\$30,230	
\$20,000	\$20,000	\$20,000	
\$82,657	\$48,762	\$50,230	
\$0	\$0	\$0	
\$20,075	\$1,468	\$12,270	
\$0	\$0	\$0	
\$20,075	\$1,468	\$12,270	
\$102,732	\$50,230	\$62,500	
\$53,970	\$0	\$5,000	
\$48,762	\$50,230	\$57,500	

PREPARED BY: Kathy Puckett

DISTRICT ADDRESS: P.O. Box 1283

Laramie, WY 82073-1283

DISTRICT PHONE: 307-760-4162 (cell of Kathy Puckett)

*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*