
Amended Budget

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 the Budget Summary sheet (Name, County, District address, District phone, FYE, Your name, Date, Location, and Time of Budget Hearing).
You cannot enter data into cells shaded in gray as they are automatic totals.
2. Choose, in the drop-down box at the top 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 crossed out.**
3. In places you are asked to identify a specific item, please describe it in detail.
4. For EACH budget form prepared (Proposed or Final) you will click the "Create a PDF" button on the Budget Summary page. This will save a copy of the budget in your folder in .pdf format. The saved copy of the budget will then need to be submitted via email to your county government AND to the Wyoming Department of Audit at doa-pfd-web@wyo.gov
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 number of pages has been reduced to Revenue, Expenditures, and Cash & Investments.
2. There is an option to amend the budget during the year if necessary.

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 the third Thursday in July in accordance with W.S. 16-12-406. 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.

Amended Budget

Valley View Drive Community Improvement and Service District	
Budget Hearing Information	
3203 Juniper Dr	Location: 3203 Juniper Dr
Laramie, WY 82070	Date: 7/11/2018
307.399.3678	Time: 6:00 p.m.
Albany County	Budget Prepared by: Karen Rhodine

Date of Amended Budget Approval: 02/13/19

S-A	BUDGET MESSAGE	W.S. 16-4-104(d)
<p>In accordance with Wyoming Statutes, the Valley View Drive Community Improvement and Service District (VVDCIASD) has prepared a proposed budget for FY18. Historically, VVDCIASD has divided funds into two categories. The first category is a Service and Maintenance (S&M) and the second is Improvements. All funds received by the district are distributed into these two accounts with 30% allocated to S&M and 70% to improvements. In FY17, the community approved to transfer funds from the S&M account to bring a negative Improvements fund to zero. The second change was the creation of an emergency reserve account with a \$3,000 minimum balance. This was accomplished with a one-time distribution from the S&M fund.</p> <p>Upon the transition between treasurers in 2017 a bank service fee started hitting. After gaining access to the account, I requested the bank refund the fees which they did, resulting in the credit seen in FY18.</p> <p>On average the district collects \$8,000 per year. These funds will continue to be allocated to the S&M and Improvement funds at the above allocation %'s.</p> <p>The board plans to meet in January 2019 to develop a plan and gather bids for work on Valley View Drive, following the original plan of the district to build drainage from Sage to the frontage road. Should the district be able to do both the next in line alley and intersection, \$20000 has been budgeted and the board will vote to move S&M funds to the improvement funds to do the work. If both the alley and intersection can't be done due to the budget, only the alley will be done this year.</p> <p>The final budget was adopted at the July 11, 2018 annual budget meeting.</p> <p>This budget was amended at a special meeting held February 13, 2019 to allow for additional expenditures on spring road work and potential snow removal expenses.</p>		
S-B	RESERVE DESCRIPTION	
<p>\$3000 is reserved for unforeseen emergencies within the district</p>		

S-C

Names of Board Members	Date of End of Term
Kim Buckner	6/30/19
Tim Monroe	6/30/21
Karen Rhodine	6/30/19

Does the district have regular office hours exceeding 20 hours per week?	<input type="checkbox"/> No

If no above: Are the records on file with the County Clerk as required by W.S. 16-12-10-1? Yes

Where are the minutes of your board meeting available for public review?

How and where are the notices of meeting posted for the public?

Where are the public meetings held?

AMENDED BUDGET SUMMARY

OVERVIEW		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval	Amended Budget
S-1	Total Budgeted Expenditures	\$23,879	\$491	\$20,215	\$20,215	\$22,500
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$3,000	\$0	\$0	\$0	\$0
S-4	Total General Fund and Forecasted Revenues Available	\$21,212	\$16,507	\$26,407	\$26,407	\$26,407
S-5	<i>Amount requested from County Commissioners</i>	\$10,315	\$8,000	\$8,000	\$8,000	\$8,000
S-6	Additional Funding Needed :			\$0	\$0	\$0

REVENUE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval	Amended Budget
S-7	Operating Revenues	\$0	\$0	\$0	\$0	\$0
S-8	Tax levy (From the County Treasurer)	\$10,315	\$8,000	\$8,000	\$8,000	\$8,000
S-9	Government Support	\$0	\$0	\$0	\$0	\$0
S-10	Grants	\$0	\$0	\$0	\$0	\$0
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$0	\$0	\$0	\$0	\$0
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0	\$0
S-14	Total Revenue	\$10,315	\$8,000	\$8,000	\$8,000	\$8,000

FY 7/1/19-6/30/20 Valley View Drive Community Improvement and Service District

EXPENDITURE SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval	Amended Budget
S-15	Capital Outlay	\$0	\$0	\$0	\$0	\$0
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0	\$0
S-17	Administration	\$171	\$346	\$215	\$215	\$160
S-18	Operations	\$23,708	\$145	\$20,000	\$20,000	\$22,340
S-19	Indirect Costs	\$0	\$0	\$0	\$0	\$0
S-20	Total Expenditures	\$23,879	\$491	\$20,215	\$20,215	\$22,500

DEBT SUMMARY		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval	Amended Budget
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval	Amended Budget
S-22	TOTAL GENERAL FUNDS	\$10,897	\$8,507	\$18,407	\$18,407	\$18,407

Summary of Reserve Funds

S-23	Beginning Balance in Reserve Accounts					
S-24	a. Depreciation Reserve	\$0	\$0	\$0	\$0	\$0
S-25	b. Other Reserve	\$0	\$0	\$0	\$0	\$0
S-26	c. Emergency Reserve (Cash)	\$0	\$3,000	\$3,000	\$3,000	\$3,000
	Total Reserves (a+b+c)	\$0	\$3,000	\$3,000	\$3,000	\$3,000
S-27	Amount to be added					
S-28	a. Depreciation Reserve	\$0	\$0	\$0	\$0	\$0
S-29	b. Other Reserve	\$0	\$0	\$0	\$0	\$0
S-30	c. Emergency Reserve (Cash)	\$3,000	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$3,000	\$0	\$0	\$0	\$0
S-31	Subtotal	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
S-32	Less Total to be spent	\$0	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000

End of Summary

Date adopted by Special District _____

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

DISTRICT ADDRESS: 3203 Juniper Dr
Laramie, WY 82070

PREPARED BY: Karen Rhodine

DISTRICT PHONE: 307.399.3678

Amended Budget

Valley View Drive Community Improvement and Service
NAME OF DISTRICT/BOARD

FYE 6/30/2020

PROPERTY TAXES AND ASSESSMENTS

	2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval	Amended Budget
R-1 Property Taxes and Assessments Received					
R-1.1 Tax Levy (From the County Treasurer)	\$10,315	\$8,000	\$8,000	\$8,000	\$8,000
R-1.2 Other County Support					

FORECASTED REVENUE

	2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval	Amended Budget
R-2 Revenues from Other Governments					
R-2.1 State Aid					
R-2.2 Additional County Aid (non-treasurer)					
R-2.3 City (or Town) Aid					
R-2.4 Other (Specify)					
R-2.5 Total Government Support	\$0	\$0	\$0	\$0	\$0
R-3 Operating Revenues					
R-3.1 Customer Charges					
R-3.2 Sales of Goods or Services					
R-3.3 Other Assessments					
R-3.4 Total Operating Revenues	\$0	\$0	\$0	\$0	\$0
R-4 Grants					
R-4.1 Direct Federal Grants					
R-4.2 Federal Grants thru State Agencies					
R-4.3 Grants from State Agencies					
R-4.4 Total Grants	\$0	\$0	\$0	\$0	\$0
R-5 Miscellaneous Revenue					
R-5.1 Interest					
R-5.2 Other: Specify					
R-5.3 Other: Additional					
R-5.4 Total Miscellaneous	\$0	\$0	\$0	\$0	\$0
R-5.5 Total Forecasted Revenue	\$0	\$0	\$0	\$0	\$0
R-6 Other Forecasted Revenue					
R-6.1 a. Other past due-as estimated by Co. Treas.					
R-6.2 b. Other forecasted revenue (specify):					
R-6.3 _____					
R-6.4 _____					
R-6.5 _____					
R-6.6 Total Other Forecasted Revenue (a+b)	\$0	\$0	\$0	\$0	\$0

Amended Budget

Valley View Drive Community Improvement and Service
 NAME OF DISTRICT/BOARD

FYE 6/30/2020

CAPITAL OUTLAY BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval	Amended Budget
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	_____					
E-1.6	_____					
E-1.7						
E-1.8	TOTAL CAPITAL OUTLAY	\$0	\$0	\$0	\$0	\$0

ADMINISTRATION BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval	Amended Budget
E-2	Personnel Services					
E-2.1	Administrator					
E-2.2	Secretary					
E-2.3	Clerical					
E-2.4	Other (Specify)					
E-2.5	_____					
E-2.6	_____					
E-2.7						
E-3	Board Expenses					
E-3.1	Travel					
E-3.2	Mileage					
E-3.3	Other (Specify)					
E-3.4	Copying meeting material:		\$6			
E-3.5	Newspaper Ads	\$128	\$213	\$215	\$215	\$160
E-3.6						
E-4	Contractual Services					
E-4.1	Legal					
E-4.2	Accounting/Auditing					
E-4.3	Other (Specify)					
E-4.4	_____					
E-4.5	_____					
E-4.6						
E-5	Other Administrative Expenses					
E-5.1	Office Supplies					
E-5.2	Office equipment, rent & repair					
E-5.3	Education					
E-5.4	Registrations					
E-5.5	Other (Specify)					
E-5.6	Bank service charge	\$43	-\$43	\$0		
E-5.7	Bonding Fee		\$170	\$0		
E-5.8						
E-6	TOTAL ADMINISTRATION	\$171	\$346	\$215	\$215	\$160

Amended Budget

OPERATIONS BUDGET

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval	Amended Budget
E-7	Personnel Services					
E-7.1	Wages--Operations					
E-7.2	Service Contracts					
E-7.3	Other (Specify)					
E-7.4	_____					
E-7.5	_____					
E-7.6						
E-8	Travel					
E-8.1	Mileage					
E-8.2	Other (Specify)					
E-8.3	_____					
E-8.4	_____					
E-8.5						
E-9	Operating supplies (List)					
E-9.1	Road Signs	\$583				
E-9.2	_____					
E-9.3	_____					
E-9.4	_____					
E-9.5						
E-10	Program Services (List)					
E-10.1	County election fees		\$145			
E-10.2	_____					
E-10.3	_____					
E-10.4	_____					
E-10.5						
E-11	Contractual Arrangements (List)					
E-11.1	Road improvements	\$22,825		\$20,000	\$20,000	\$22,000
E-11.2	Snowplowing	\$300				\$340
E-11.3	_____					
E-11.4	_____					
E-11.5						
E-12	Other operations (Specify)					
E-12.1	_____					
E-12.2	_____					
E-12.3	_____					
E-12.4	_____					
E-12.5						
E-13	TOTAL OPERATIONS	\$23,708	\$145	\$20,000	\$20,000	\$22,340

Amended Budget

Valley View Drive Community Improvement and Service

FYE 6/30/2020

INDIRECT COSTS BUDGET

			2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval	Amended Budget
E-14 Insurance							
E-14.1	Liability						
E-14.2	Buildings and vehicles						
E-14.3	Equipment						
E-14.4 Other (Specify)							
E-14.5	_____						
E-14.6	_____						
E-14.7							
E-15 Indirect payroll costs:							
E-15.1	FICA (Social Security) taxes						
E-15.2	Workers Compensation						
E-15.3	Unemployment Taxes						
E-15.4	Retirement						
E-15.5	Health Insurance						
E-15.6	Other (Specify)						
E-15.7	_____						
E-15.8	_____						
E-15.9							
E-16 Depreciation Expenses							
E-17 TOTAL INDIRECT COSTS							
			\$0	\$0	\$0	\$0	\$0

DEBT SERVICE BUDGET

			2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval	Amended Budget
D-1 Debt Service							
D-1.1	Principal						
D-1.2	Interest						
D-1.3	Fees						
D-2 TOTAL DEBT SERVICE							
			\$0	\$0	\$0	\$0	\$0

Amended Budget

Valley View Drive Community Improvement and Service
NAME OF DISTRICT/BOARD

FYE 6/30/2020

GENERAL FUNDS

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval	Amended Budget
C-1	Balances at Beginning of Fiscal Year					
C-1.1	General Fund Checking Account Balance	\$10,897	\$8,507	\$18,407	\$18,407	\$18,407
C-1.2	Savings and Investments Account Balance					
C-1.3	General Fund CD Balance					
C-1.4	All Other Funds					
C-1.5	Reserves (From Below)	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
C-1.6	Total Estimated Cash and Investments on Hand	\$13,897	\$11,507	\$21,407	\$21,407	\$21,407
C-2	General Fund Reductions:					
C-2.1	a. Unpaid bills at FYE					
C-2.2	b. Reserves	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
C-2.3	Total Deductions (a+b)	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
C-2.4	Estimated Non-Restricted Funds Available	\$10,897	\$8,507	\$18,407	\$18,407	\$18,407

DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval	Amended Budget
C-3						
C-3.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0		
C-3.2	<i>Date of Reserve Approval in Minutes:</i> _____					
C-3.3	Amount to be added to the reserve					
C-3.4	<i>Date of Reserve Approval in Minutes:</i> _____					
C-3.5	SUB-TOTAL	\$0	\$0	\$0	\$0	\$0
C-3.6	Identify the amount to be spent from "Reserve for Capital Outlay"					
C-3.7	a. _____					
C-3.8	b. _____					
C-3.9	c. _____					
C-3.10	<i>Date of Reserve Approval in Minutes:</i> _____					
C-3.11	TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$0	\$0	\$0	\$0
C-3.12	Balance to be retained in Depreciation Reserve Account	\$0	\$0	\$0	\$0	\$0

OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval	Amended Budget
C-4						
C-4.1	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0		
C-4.2	<i>Date of Reserve Approval in Minutes:</i> _____					
C-4.3	Amount to be added to the reserve					
C-4.4	<i>Date of Reserve Approval in Minutes:</i> _____					
C-4.5	SUB-TOTAL	\$0	\$0	\$0	\$0	\$0
C-4.6	Identify the amount and project to be spent from "Other"					
C-4.7	a. _____					
C-4.8	b. _____					
C-4.9	c. _____					
C-4.10	<i>Date of Reserve Approval in Minutes:</i> _____					
C-4.11	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained in Other Reserve Account	\$0	\$0	\$0	\$0	\$0

ASSIGNED FUND BALANCE (EMERGENCY RESERVE - NOT COMMITTED)

		2017-2018 Actual	2018-2019 Estimated	2019-2020 Proposed	Final Approval	Amended Budget
C-5						
C-5.1	Beginning Balance in Reserve Account (end of previous year)	\$0	\$3,000	\$3,000	\$3,000	\$3,000
C-5.2	<i>Date of Reserve Approval in Minutes:</i> _____					
C-5.3	Amount to be added to the reserve	\$3,000	\$0	\$0		
C-5.4	<i>Date of Reserve Approval in Minutes:</i> _____					
C-5.5	SUB-TOTAL	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
C-5.6	Amount to be spent from Emergency Reserve (Cash)					
C-5.7	<i>Date of Reserve Approval in Minutes:</i> _____					
C-5.8	Balance to be retained in Assigned Fund Balance	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0	\$0

CONTENTS

Instructions

Budget Summary

Revenue

Expenditures

Cash & Investments

Additional Details

Notes

Notes and Workspace

This page is for any additional information and calculations that you would keep for your records.

This worksheet will not be submitted with the budget form.

Id like to