
Final Budget

5/16/16

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 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.

Final Budget

ALBANY COUNTY HOSPITAL DISTRICT			
		Budget Hearing Information	
255 N 30TH STREET		Location:	Summit Room-Iverson Memorial Hospital
LARAMIE, WY 82072		Date:	7/20/2016
(307) 742-2141		Time:	4:00 PM
ALBANY		Budget Prepared by:	Leigh Anne Marchant, Controller

S-1	BUDGET MESSAGE		W.S. 16-4-104(d)
	<p>The Albany County Hospital District (dba Iverson Memorial Hospital) budget was formulated to assure that residents of Laramie and the surrounding area would have healthcare services available to meet the needs of the community. IMH will be investing over \$22 million in facility and equipment upgrades during the next fiscal year as part of our ongoing commitment to the citizens of the district.</p> <p>Revenue and expenses for the hospital are driven by inpatient admissions and the provision of outpatient services. We plan a modest increase of inpatient services and volume increases of outpatient services ranging from 1-8%.</p> <p>We expect, and have budgeted for, an increase in the provision of charity and uncompensated services.</p>		

FINAL BUDGET SUMMARY

OVERVIEW	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
S-1 Total Budgeted Expenditures	\$76,491,146	\$77,914,546	\$97,473,236	\$95,452,115
S-2 Total Principal to Pay on Debt	\$431,698	\$439,589	\$1,145,512	\$1,145,512
S-3 Total Change to Restricted Funds	-\$380,643	\$1,429,118	-\$2,051,562	-\$2,051,562
S-4 Total General Fund and Forecasted Revenues	\$167,094,506	\$192,041,975	\$200,124,414	\$200,124,414
S-5 <i>Amount requested from County Commissioners</i>	\$1,387,881	\$1,434,167	\$1,448,438	\$1,448,438
S-6 Additional Funding Needed :			\$0	\$0

REVENUE SUMMARY	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
S-7 Operating Revenues	\$75,411,815	\$81,031,975	\$82,315,086	\$82,315,086
S-8 Tax levy (From the County Treasurer)	\$1,382,524	\$1,427,128	\$1,441,399	\$1,441,399
S-9 Government Support	\$1,228,230	\$601,316	\$108,536	\$108,536
S-10 Grants	\$73,118	\$78,700	\$201,262	\$201,262
S-11 Other County Support (Not from Co. Treas.)	\$5,357	\$7,039	\$7,039	\$7,039
S-12 Miscellaneous	\$1,951,984	\$2,361,455	\$3,044,328	\$3,044,328
S-13 Other Forecasted Revenue	\$0	\$0	\$0	\$0
S-14 Total Revenue	\$80,053,028	\$85,507,613	\$87,117,650	\$87,117,650

EXPENDITURE SUMMARY		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
S-15	Capital Outlay	\$6,264,249	\$5,230,331	\$22,427,177	\$20,406,056
S-16	Interest and Fees On Debt	\$21,857	\$22,272	\$10,341	\$10,341
S-17	Administration	\$15,552,414	\$15,839,412	\$16,114,725	\$16,114,725
S-18	Operations	\$38,098,473	\$41,986,008	\$43,401,981	\$43,401,981
S-19	Indirect Costs	\$16,554,153	\$14,836,523	\$15,519,012	\$15,519,012
S-20	Total Expenditures	\$76,491,146	\$77,914,546	\$97,473,236	\$95,452,115

DEBT SUMMARY		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
S-21	Principal Paid on Debt	\$431,698	\$439,589	\$1,145,512	\$1,145,512

CASH AND INVESTMENTS		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
S-22	TOTAL GENERAL FUNDS	\$87,041,478	\$106,534,362	\$113,006,764	\$113,006,764

Summary of Reserve Funds

S-23	Beginning Balance in Reserve Accounts				
S-24	a. Depreciation Reserve	\$1,081,233	\$700,590	\$2,129,708	\$2,129,708
S-25	b. Other Reserve	\$0	\$0	\$0	\$0
S-26	c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$1,081,233	\$700,590	\$2,129,708	\$2,129,708
S-27	Amount to be added				
S-28	a. Depreciation Reserve	\$1,390,689	\$1,429,118	\$1,448,438	\$1,448,438
S-29	b. Other Reserve	\$0	\$0	\$0	\$0
S-30	c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$1,390,689	\$1,429,118	\$1,448,438	\$1,448,438
S-31	Subtotal	\$2,471,922	\$2,129,708	\$3,578,146	\$3,578,146
S-32	Less Total to be spent	\$1,771,332	\$0	\$3,500,000	\$3,500,000
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$700,590	\$2,129,708	\$78,146	\$78,146

End of Summary

James G. Bands, CFO
 Budget Officer / District Official (if not same as "Submitted by")

Date adopted by Special District _____

DISTRICT ADDRESS: 255 N 30TH STREET
 LARAMIE, WY 82072

PREPARED BY: Leigh Anne Marchant, Controller

DISTRICT PHONE: (307) 742-2141

*Prepared in compliance with the Uniform Municipal Fiscal Procedures Act (W.S. 16-4-101 through 124) as it applies.
 Form approved by Wyoming Department of Audit, Public Funds Division*

Final Budget

ALBANY COUNTY HOSPITAL DISTRICT
 NAME OF DISTRICT/BOARD

FYE 6/30/2017

PROPERTY TAXES AND ASSESSMENTS

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
R-1	Property Taxes and Assessments Received				
R-1.1	Tax Levy (From the County Treasurer)	\$1,382,524	\$1,427,128	\$1,441,399	\$1,441,399
R-1.2	Other County Support	\$5,357	\$7,039	\$7,039	\$7,039

FORECASTED REVENUE

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
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) EHR Incentives (WY & F	\$1,228,230	\$601,316	\$108,536	\$108,536
R-2.5	Total Government Support	\$1,228,230	\$601,316	\$108,536	\$108,536
R-3	Operating Revenues				
R-3.1	Customer Charges	\$75,411,815	\$81,031,975	\$82,315,086	\$82,315,086
R-3.2	Sales of Goods or Services				
R-3.3	Other Assessments				
R-3.4	Total Operating Revenues	\$75,411,815	\$81,031,975	\$82,315,086	\$82,315,086
R-4	Grants				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies	\$49,933	\$71,834	\$111,262	\$111,262
R-4.3	Grants from State Agencies	\$23,185	\$6,865	\$90,000	\$90,000
R-4.4	Total Grants	\$73,118	\$78,700	\$201,262	\$201,262
R-5	Miscellaneous Revenue				
R-5.1	Interest	\$2,340,758	\$2,675,345	\$2,692,089	\$2,692,089
R-5.2	Other: Specify G/L on Investment	-\$1,750,968	-\$1,570,030	-\$600,000	-\$600,000
R-5.3	Other: See Additional	\$1,362,194	\$1,256,140	\$952,239	\$952,239
R-5.4	Total Miscellaneous	\$1,951,984	\$2,361,455	\$3,044,328	\$3,044,328
R-5.5	Total Forecasted Revenue	\$78,665,147	\$84,073,446	\$85,669,212	\$85,669,212
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

Final Budget

ALBANY COUNTY HOSPITAL DISTRICT
 NAME OF DISTRICT/BOARD

FYE 6/30/2017

CAPITAL OUTLAY BUDGET

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
E-1	Capital Outlay				
E-1.1	Real Property	\$2,629,723	\$2,585,073	\$20,337,865	\$17,110,976
E-1.2	Vehicles				
E-1.3	Office Equipment				
E-1.4	Other (Specify)				
E-1.5	<u>Medical Equip/IT</u>	\$3,634,526	\$2,645,258	\$2,089,312	\$3,295,080
E-1.6					
E-1.7					
E-1.8	TOTAL CAPITAL OUTLAY	\$6,264,249	\$5,230,331	\$22,427,177	\$20,406,056

ADMINISTRATION BUDGET

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
E-2	Personnel Services				
E-2.1	Administrator	\$680,519	\$634,428	\$781,686	\$781,686
E-2.2	Secretary	\$90,441	\$54,941	\$56,965	\$56,965
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5	<u>Non Direct Patient Care</u>	\$5,514,319	\$5,500,321	\$5,651,971	\$5,651,971
E-2.6	<u>Recruitment</u>	\$239,227	\$151,033	\$245,500	\$245,500
E-2.7					
E-3	Board Expenses				
E-3.1	Travel	\$2,875	\$9,710	\$8,000	\$8,000
E-3.2	Mileage				
E-3.3	Other (Specify)				
E-3.4	<u>Food</u>	\$2,919	\$1,264	\$1,264	\$1,264
E-3.5	<u>IT/Board Portal/Etc</u>	\$5,000	\$7,346	\$8,395	\$8,395
E-3.6	see additional details	\$2,335	\$225	\$2,335	\$2,335
E-4	Contractual Services				
E-4.1	Legal	\$149,967	\$153,478	\$150,000	\$150,000
E-4.2	Accounting/Auditing	\$41,174	\$40,235	\$43,000	\$43,000
E-4.3	Other (Specify)				
E-4.4	<u>Management Fees</u>	\$473,216	\$458,820	\$483,210	\$483,210
E-4.5	<u>Other Pro Fees/Contract l</u>	\$3,805,120	\$3,885,311	\$3,848,391	\$3,848,391
E-4.6					
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$88,996	\$73,074	\$65,773	\$65,773
E-5.2	Office equipment, rent & repair	\$251,955	\$227,895	\$221,780	\$221,780
E-5.3	Education	\$77,304	\$39,926	\$63,880	\$63,880
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	<u>Hospital Promotion</u>	\$270,112	\$290,504	\$250,708	\$250,708
E-5.7	<u>Collection/Credit Card/Bar</u>	\$1,196,384	\$1,171,044	\$1,173,411	\$1,173,411
E-5.8	see additional details	\$2,660,551	\$3,139,857	\$3,058,456	\$3,058,456
E-6	TOTAL ADMINISTRATION	\$15,552,414	\$15,839,412	\$16,114,725	\$16,114,725

Final Budget

ALBANY COUNTY HOSPITAL DISTRICT

FYE 6/30/2017

OPERATIONS BUDGET

			2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
E-7	Personnel Services					
E-7.1	Wages--Operations		\$18,127,442	\$19,981,797	\$21,381,437	\$21,381,437
E-7.2	Service Contracts					
E-7.3	Other (Specify)					
E-7.4	Contract Labor		\$704,349	\$1,152,961	\$515,294	\$515,294
E-7.5						
E-7.6						
E-8	Travel					
E-8.1	Mileage					
E-8.2	Other (Specify)					
E-8.3	Education & Travel		\$49,369	\$100,139	\$171,654	\$171,654
E-8.4						
E-8.5						
E-9	Operating supplies (List)					
E-9.1	Medical Supplies		\$11,555,869	\$12,925,321	\$13,631,500	\$13,631,500
E-9.2	Food		\$450,020	\$465,491	\$477,078	\$477,078
E-9.3	Supplies		\$349,216	\$326,586	\$265,893	\$265,893
E-9.4	Books		\$33,072	\$21,863	\$22,497	\$22,497
E-9.5						
E-10	Program Services (List)					
E-10.1	Physician Fees		\$2,614,316	\$2,825,578	\$2,603,691	\$2,603,691
E-10.2	Other Medical Fees		\$414,911	\$439,655	\$444,111	\$444,111
E-10.3						
E-10.4						
E-10.5						
E-11	Contractual Arrangements (List)					
E-11.1	Other Purchased Services		\$1,355,946	\$1,301,153	\$1,367,811	\$1,367,811
E-11.2						
E-11.3						
E-11.4						
E-11.5						
E-12	Other operations (Specify)					
E-12.1	Medical Equipment (non c		\$229,911	\$250,366	\$169,046	\$169,046
E-12.2	Medical Equipment Repairs		\$1,474,744	\$1,494,462	\$1,646,204	\$1,646,204
E-12.3	Medical Equipment Rental		\$458,092	\$412,196	\$416,879	\$416,879
E-12.4	Medical Waste Disposal		\$89,064	\$86,335	\$86,335	\$86,335
E-12.5	see additional details		\$192,152	\$202,105	\$202,551	\$202,551
E-13	TOTAL OPERATIONS		\$38,098,473	\$41,986,008	\$43,401,981	\$43,401,981

Final Budget

ALBANY COUNTY HOSPITAL DISTRICT

FYE 6/30/2017

INDIRECT COSTS BUDGET

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
E-14	Insurance				
E-14.1	Liability	\$358,505	\$385,817	\$431,784	\$431,784
E-14.2	Buildings and vehicles	\$75,502	\$97,873	\$112,554	\$112,554
E-14.3	Equipment				
E-14.4	Other (Specify)				
E-14.5	<u>Loss Prevention</u>	\$52,688	\$2,664	\$0	
E-14.6					
E-14.7					
E-15	Indirect payroll costs:				
E-15.1	FICA (Social Security) taxes	\$1,728,941	\$1,791,531	\$1,905,136	\$1,905,136
E-15.2	Workers Compensation	\$363,167	\$382,026	\$420,228	\$420,228
E-15.3	Unemployment Taxes	\$9,579	\$39,357	\$45,000	\$45,000
E-15.4	Retirement	\$1,032,027	\$1,111,403	\$1,255,886	\$1,255,886
E-15.5	Health Insurance	\$7,437,259	\$5,567,937	\$5,846,334	\$5,846,334
E-15.6	Other (Specify)				
E-15.7	<u>Life Insurance</u>	\$54,348	\$63,923	\$70,316	\$70,316
E-15.8	<u>Disability Insurance</u>	\$113,339	\$122,372	\$128,490	\$128,490
E-15.9	see additional details	\$62,844	\$56,768	\$60,903	\$60,903
E-16	Depreciation Expenses	\$5,265,954	\$5,214,852	\$5,242,381	\$5,242,381
E-17	TOTAL INDIRECT COSTS	\$16,554,153	\$14,836,523	\$15,519,012	\$15,519,012

DEBT SERVICE BUDGET

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
D-1	Debt Service				
D-1.1	Principal	\$431,698	\$439,589	\$1,145,512	\$1,145,512
D-1.2	Interest	\$21,857	\$22,272	\$10,341	\$10,341
D-1.3	Fees				
D-2	TOTAL DEBT SERVICE	\$453,555	\$461,861	\$1,155,853	\$1,155,853

Final Budget

ALBANY COUNTY HOSPITAL DISTRICT
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2017

GENERAL FUNDS

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
C-1	Balances at Beginning of Fiscal Year				
C-1.1	General Fund Checking Account Balance	\$28,792,865	\$47,421,736	\$51,964,073	\$51,964,073
C-1.2	Savings and Investments Account Balance	\$57,745,687	\$58,683,348	\$60,458,356	\$60,458,356
C-1.3	General Fund CD Balance				
C-1.4	All Other Funds	\$502,926	\$429,278	\$584,335	\$584,335
C-1.5	Reserves (From Below)	\$700,590	\$2,129,708	\$78,146	\$78,146
C-1.6	Total Estimated Cash and Investments on Hand	\$87,742,068	\$108,664,070	\$113,084,910	\$113,084,910
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE	\$7,078,893	\$7,840,964	\$8,252,577	\$8,252,577
C-2.2	b. Reserves	\$700,590	\$2,129,708	\$78,146	\$78,146
C-2.3	Total Deductions (a+b)	\$7,779,483	\$9,970,672	\$8,330,723	\$8,330,723
C-2.4	Estimated Non-Restricted Funds Available	\$79,962,585	\$98,693,398	\$104,754,187	\$104,754,187

DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
C-3					
C-3.1	Beginning Balance in Reserve Account (end of previous year)	\$1,081,233	\$700,590	\$2,129,708	\$2,129,708
C-3.2	Date of Reserve Approval in Minutes: _____				
C-3.3	Amount to be added to the reserve	\$1,390,689	\$1,429,118	\$1,448,438	\$1,448,438
C-3.4	Date of Reserve Approval in Minutes: _____				
C-3.5	SUB-TOTAL	\$2,471,922	\$2,129,708	\$3,578,146	\$3,578,146
C-3.6	Identify the amount to be spent from "Reserve for Capital Outlay"				
C-3.7	a. Hospital Expansion Project	\$1,771,332			
C-3.8	b. Medical Office Building			\$3,500,000	\$3,500,000
C-3.9	c. _____				
C-3.10	Date of Reserve Approval in Minutes: _____				
C-3.11	TOTAL CAPITAL OUTLAY (a+b+c)	\$1,771,332	\$0	\$3,500,000	\$3,500,000
C-3.12	Balance to be retained in Depreciation Reserve Account	\$700,590	\$2,129,708	\$78,146	\$78,146

OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
C-4					
C-4.1	Beginning Balance in Reserve Account (end of previous year)				
C-4.2	Date of Reserve Approval in Minutes: _____				
C-4.3	Amount to be added to the reserve				
C-4.4	Date of Reserve Approval in Minutes: _____				
C-4.5	SUB-TOTAL	\$0	\$0	\$0	\$0
C-4.6	Reserves"				
C-4.7	a. _____				
C-4.8	b. _____				
C-4.9	c. _____				
C-4.10	Date of Reserve Approval in Minutes: _____				
C-4.11	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-4.12	Balance to be retained in Other Reserve Account	\$0	\$0	\$0	\$0

ASSIGNED FUND BALANCE (EMERGENCY RESERVE - NOT COMMITTED)

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
C-5					
C-5.1	Beginning Balance in Reserve Account (end of previous year)				
C-5.2	Date of Reserve Approval in Minutes: _____				
C-5.3	Amount to be added to the reserve				
C-5.4	Date of Reserve Approval in Minutes: _____				
C-5.5	SUB-TOTAL	\$0	\$0	\$0	\$0
C-5.6	Amount to be spent from Emergency Reserve (Cash)				
C-5.7	Date of Reserve Approval in Minutes: _____				
C-5.8	Balance to be retained in Assigned Fund Balance	\$0	\$0	\$0	\$0
C-5.9	TOTAL TO BE SPENT	\$1,771,332	\$0	\$3,500,000	\$3,500,000

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