

Proposed Budget

Save a copy of this .pdf budget in your DOCUMENTS folder.
The saved copy of the budget will then need to be submitted via email to
- Your County Commissioners
- The Wyoming Department of Audit at doa-pfd-web@wyo.gov

NAME OF DISTRICT/BOARD: Laramie County Fire District No.5	YOUR NAME: Wynema Engstrom
COUNTY: Laramie	HEARING DATE: 7/7/2015
DISTRICT ADDRESS: PO Box 870	LOCATION OF HEARING: Pine Bluffs Town Hall
City, State, Zip: Pine Bluffs, WY 82082	
DISTRICT PHONE: 307-245-3207	TIME OF HEARING: 7:00 PM
Fiscal Year Ending: June 30, 2016	

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.

- Please follow the steps below:
 - Download this as an Excel file and save to your computer.
 - 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.
 - Enter all required information at the top of this sheet (Name, County, District address, District phone, FYE, Your name, Date, Location, and Time of Hearing).
You cannot enter data into cells shaded in gray as they are automatic totals.
- 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.**
- 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 "Convert to PDF" 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 need to be submitted via email to your County Commissioners AND to the Wyoming Department of Audit at doa-pfd-web@wyo.gov
- If you have ANY questions, or concerns, please contact the Public Funds Division at 307-777-7798.

What's New:

- The **Schedule A Reserve Funds** Worksheet has been **moved** to Schedule G, the Cash and Forecasted Revenue page.
- If you have a large list of items to add to certain sections, there is a page to **add more items**.

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.

Proposed Budget

Laramie County Fire District No.5

FYE 6/30/2016

NAME OF DISTRICT/BOARD

SCHEDULE B

DATA INPUT

ADMINISTRATION BUDGET

ACTIVITY

		2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
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	Meeting	\$500	\$1,075	\$650	
B-2.5	_____				
B-3	Contractual Services:				
B-3.1	Legal	\$0	\$0	\$750	
B-3.2	Accounting/Auditing	\$3,743	\$3,859	\$4,200	
B-3.3	Other (Specify)				
B-3.4	Election Judges	\$0	\$270	\$0	
B-3.5	_____				
B-4	Other:				
B-4.1	Office Supplies	\$637	\$1,092	\$1,075	
B-4.2	Office equipment, rent & repair				
B-4.3	Education				
B-4.4	Registrations				
B-4.5	Other (Specify)				
B-4.6	Other	\$108	\$169	\$150	
B-4.7	Advertising	\$97	\$260	\$300	
B-5	TOTAL ADMINISTRATION	\$5,085	\$6,725	\$7,125	

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Laramie County Fire District No.5
NAME OF DISTRICT/BOARD _____

FYE 6/30/2016

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 Lodging
- C-2.4 Registration/Other

C-3 Operating supplies (List):

- C-3.1 Supplies
- C-3.2 Fuel
- C-3.3 Postage
- C-3.4 Other

C-4 Program Services (List):

- C-4.1 Truck Maintenance
- C-4.2 Other
- C-4.3 _____
- C-4.4 _____

C-5 Contractual Arrangements (List):

- C-5.1 Tower Rent
- C-5.2 Dispatcher
- C-5.3 _____
- C-5.4 _____

C-6 Other operations (Specify):

- C-6.1 Repairs
- C-6.2 Building Repairs
- C-6.3 Other Building Repairs
- C-6.4 _____

C-7 TOTAL OPERATIONS

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
C-1 Personnel Services:				
C-1.1				
C-1.2				
C-1.3				
C-1.4				
C-1.5				
C-2 Travel:				
C-2.1	\$805	\$133	\$1,400	
C-2.2				
C-2.3	\$531	\$288	\$1,000	
C-2.4	\$199	\$290	\$1,000	
C-3 Operating supplies (List):				
C-3.1	\$187	\$200	\$3,200	
C-3.2	\$2,483	\$2,751	\$3,500	
C-3.3	\$0	\$275	\$200	
C-3.4			\$1,900	
C-4 Program Services (List):				
C-4.1	\$2,927	\$1,652	\$3,000	
C-4.2	\$0	\$0	\$100	
C-4.3				
C-4.4				
C-5 Contractual Arrangements (List):				
C-5.1	\$420	\$0	\$500	
C-5.2	\$1,348	\$790	\$2,148	
C-5.3				
C-5.4				
C-6 Other operations (Specify):				
C-6.1	\$1,230	\$1,831	\$1,800	
C-6.2	\$499	\$1,605	\$1,800	
C-6.3	\$0	\$1,219	\$1,200	
C-6.4				
C-7 TOTAL OPERATIONS	\$10,629	\$11,034	\$22,748	

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Laramie County Fire District No.5

FYE 6/30/2016

NAME OF DISTRICT/BOARD

SCHEDULE D
INDIRECT COSTS BUDGET

DATA INPUT

ACTIVITY		2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
D-1	Insurance				
D-1.1	Liability	\$5,311	\$5,898	\$6,500	
D-1.2	Buildings and vehicles				
D-1.3	Equipment				
D-1.4	Other (Specify)				
D-1.5	Bonds	\$0	\$0	\$100	
D-1.6					
D-2	Indirect payroll costs:				
D-2.1	FICA (Social Security) taxes				
D-2.2	Workers Compensation	\$1,891	\$1,976	\$2,200	
D-2.3	Unemployment Taxes				
D-2.4	Retirement	\$1,100	\$1,200	\$1,200	
D-2.5	Health Insurance				
D-2.6	Other (Specify)	\$102	\$0	\$150	
D-3	Depreciation Expenses				
D-4	TOTAL INDIRECT COSTS	\$8,404	\$9,074	\$10,150	

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Laramie County Fire District No.5
 NAME OF DISTRICT/BOARD

FYE 6/30/2016

SCHEDULE E
CAPITAL OUTLAY BUDGET

DATA INPUT

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 Fighting Equipment

E-1.6 Building Improvements

E-2 TOTAL CAPITAL OUTLAY

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$43,726	\$13,219	\$25,579	
\$500		\$36,000	
\$44,226	\$13,219	\$61,579	

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Laramie County Fire District No.5

NAME OF DISTRICT/BOARD

FYE 6/30/2016

SCHEDULE F
DEBT SERVICE BUDGET

DATA INPUT

ACTIVITY

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

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$0	\$0	\$0	

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Laramie County Fire District No.5

FYE 6/30/2016

NAME OF DISTRICT/BOARD _____

SCHEDULE G

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 <u>Donation/Reimburse.</u>	
G-4.3	Other: Additional	
G-4.4	Total Miscellaneous	
G-5	Total Forecasted Revenue	

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$19,205	\$18,734	\$18,780	
\$19,205	\$18,734	\$18,780	
\$4,200	\$4,000	\$4,200	
\$4,200	\$4,000	\$4,200	
\$34,875	\$0	\$0	
\$34,875	\$0	\$0	
\$664	\$1,176	\$600	
\$886	\$1,115	\$1,500	
\$1,550	\$2,291	\$2,100	
\$59,830	\$25,025	\$25,080	

G-6 DEPRECIATION (REPLACEMENT) RESERVE

G-6.1	Balance in Reserve Account, <u>beginning of budget year</u>	
G-6.2	Amount to be added to the reserve	
G-6.3	SUB-TOTAL	
G-6.4	Identify the amount to be spent from "Reserve for Capital Outlay"	
	a. _____	
	b. _____	
	c. _____	
G-6.5	TOTAL CAPITAL OUTLAY (a+b+c)	
G-6.6	Account (Line 3 - Line 5)	

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$0	\$0	\$8,744	
\$0	\$8,874	\$50,000	
\$0	\$8,874	\$58,744	
\$0	\$0	\$0	
\$0	\$8,874	\$58,744	

G-7 OTHER RESERVE

- G-7.1 Balance in Reserve Account, beginning of budget year
- G-7.2 Amount to be added to the reserve
- G-7.3 SUB-TOTAL
- G-7.4 Identify the amount and project to be spent from "Other Reserves"
 - a. _____
 - b. _____
 - c. _____
- G-7.5 TOTAL OTHER RESERVE OUTLAY (a+b+c)
- G-7.6 9 - Line 11)

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	

G-8 EMERGENCY RESERVE (cash)

- G-8.1 Balance in Reserve Account, beginning of budget year
- G-8.2 Amount to be added to the reserve
- G-8.3 SUB-TOTAL
- G-8.4 Amount to be spent from Emergency Reserve (Cash)
- G-8.5 15 - Line 16)
- G-8.6 TOTAL TO BE SPENT

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
	\$80,000	\$80,000	\$80,000	
	\$80,000	\$80,000	\$80,000	
	\$80,000	\$80,000	\$80,000	
	\$0	\$0	\$0	

G-9 Total Estimated Cash and Investments on Hand (including any reserves listed above)

G-10 Deductions:

- G-10.1 a. Unpaid bills at FYE
- G-10.2 b. Reserves
- G-10.3 **Total Deductions (a+b)**

G-11 Estimated cash available

G-12 Other Forecasted Revenues:

- G-12.1 a. Other past due-as estimated by Co. Treas.
- G-12.2 b. Other forecasted revenue (specify):
- G-12.3 _____
- G-12.4 _____
- G-12.5 _____
- G-12.6 Total Other Forecasted Revenue (a+b)

G-13 Total Cash Available and Forecasted Revenue

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
	\$296,008	\$351,159	\$143,561	
	\$2,607	\$2,665	\$2,200	
	\$80,000	\$88,874	\$138,744	
	\$82,607	\$91,539	\$140,944	
	\$213,401	\$259,620	\$2,617	
	\$0	\$0	\$0	
	\$273,231	\$284,645	\$27,697	

Proposed Budget

Laramie County Fire District No.5

NAME OF DISTRICT/BOARD

FYE 6/30/2016

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)

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
	\$100,159	\$134,170	\$134,170	

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Laramie County Fire District No.5
NAME OF DISTRICT/BOARD

FYE 6/30/2016

I-1 BUDGET MESSAGE

The budget for the District requires the maximum three (3) mill tax levy and vehicle fees. The District's budget reflects a \$61,550 increase over the June 30, 2015 estimated actual expenses. The budget for administration is \$400 higher over the June 30, 2015 estimated actual expenses due to an anticipated increase in office expenses, contractual services and board expenses. The budget for operations increased \$11,714 over the June 30, 2015 estimated actual expenses due to increases in travel, training, fuel and supplies needed to fight fires. The budget for indirect costs increased \$1,076 over the June 30, 2014 estimated actual expenses due to insurance costs. The capital expenditures budget increased \$48,360 due over the June 30, 2015 estimated actual expenses because of additional costs for building improvements and updating fire equipment; as well as not receiving any grant funds to cover capital expenditures for the budget year.

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Laramie County Fire District No.5

7-Jul-15

NAME OF DISTRICT/BOARD

DATE OF BUDGET HEARING

6/30/2016

Pine Bluffs Town Hall

7:00 PM

FISCAL YEAR ENDING

LOCATION OF BUDGET HEARING

TIME OF HEARING

PROPOSED BUDGET SUMMARY

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
S-1 Total Expenditures, Cash Requirements	\$68,344	\$40,052	\$101,602	
S-2 Total to be added to Reserves	\$0	\$8,874	\$50,000	
S-3 Total Cash and Forecasted Revenues	\$273,231	\$284,645	\$27,697	
S-4 Additional Financial Support Required	\$0	\$0	\$123,905	
S-5 Amount as approved by County Commissioners	\$100,159	\$134,170	\$134,170	

Analysis of additional Financial Support Required:

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
S-6 Tax levy (for entities able to make levies)	\$100,159	\$134,170	\$134,170	
S-7 Other County Support	\$0	\$0	\$0	

Additional funding approved by:

County Commissioner

Date Approved _____

The budget for the District requires the maximum three (3) mill tax levy and vehicle fees. The District's budget reflects a \$61,550 increase over the June 30, 2015 estimated actual expenses. The budget for administration is \$400 higher over the June 30, 2015 estimated actual expenses due to an anticipated increase in office expenses, contractual services and board expenses. The budget for operations increased \$11,714 over the June 30, 2015 estimated actual expenses due to increases in travel, training, fuel and supplies needed to fight fires. The budget for indirect costs increased \$1,076 over the June 30, 2014 estimated actual expenses due to insurance costs. The capital expenditures budget increased \$48,360 due over the June 30, 2015 estimated actual expenses because of additional costs for building improvements and updating fire equipment; as well as not receiving any grant funds to cover capital expenditures for the budget year.

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**

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$19,205	\$18,734	\$18,780	
\$4,200	\$4,000	\$4,200	
\$34,875	\$0	\$0	
\$1,550	\$2,291	\$2,100	
\$213,401	\$259,620	\$2,617	
\$0	\$0	\$0	
\$273,231	\$284,645	\$27,697	

NAME OF DISTRICT/BOARD

ESTIMATED EXPENDITURES

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
J-8 Administration	\$5,085	\$6,725	\$7,125	
J-9 Operations	\$10,629	\$11,034	\$22,748	
J-10 Indirect Costs	\$8,404	\$9,074	\$10,150	
J-11 Capital Outlay	\$44,226	\$13,219	\$61,579	
J-12 Debt Service	\$0	\$0	\$0	
J-13 Provision for Tax Shrinkage	\$0	\$0	\$0	
J-14 Total Expenditures	\$68,344	\$40,052	\$101,602	

SUMMARY OF RESERVE FUNDS

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
J-15 Beginning Balance in Reserve Accounts				
J-15.1 a. Depreciation Reserve	\$0	\$0	\$8,744	
J-15.2 b. Other Reserve	\$0	\$0	\$0	
J-15.3 c. Emergency Reserve (Cash)	\$80,000	\$80,000	\$80,000	
J-15.4 Total Reserves (a+b+c)	\$80,000	\$80,000	\$88,744	
J-16 Amount to be added				
J-16.1 a. Depreciation Reserve	\$0	\$8,874	\$50,000	
J-16.2 b. Other Reserve	\$0	\$0	\$0	
J-16.3 c. Emergency Reserve (Cash)	\$0	\$0	\$0	
J-16.4 Total to be added (a+b+c)	\$0	\$8,874	\$50,000	
J-17 Subtotal	\$80,000	\$88,874	\$138,744	
J-18 Less Total to be spent	\$0	\$0	\$0	
J-19 Total Reserves	\$80,000	\$88,874	\$138,744	

PREPARED BY: Wynema Engstrom

DISTRICT ADDRESS: PO Box 870
Pine Bluffs, WY 82082

DISTRICT PHONE: 307-245-3207