

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:	Tourism Promotion Joint Powers Board	YOUR NAME:	Darren Rudloff
COUNTY:	Laramie	HEARING DATE:	7/13/2015
DISTRICT ADDRESS:	121 W. 15th St, Ste. 202	LOCATION OF HEARING:	121 W. 15th Street, 3rd floor
City, State, Zip	Cheyenne, WY 82001	TIME OF HEARING:	11:30 AM
DISTRICT PHONE:	307-778-3133		
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

Tourism Promotion Joint Powers Board

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	\$69,045	\$60,000	\$61,317	
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 expenses	\$846	\$850	\$925	
B-2.5	_____				
B-3	Contractual Services:				
B-3.1	Legal	\$1,357	\$5,100	\$7,800	
B-3.2	Accounting/Auditing	\$19,687	\$20,000	\$23,200	
B-3.3	Other (Specify)				
B-3.4	_____				
B-3.5	_____				
B-4	Other:				
B-4.1	Office Supplies	\$1,337	\$2,500	\$1,800	
B-4.2	Office equipment, rent & repair	\$18,234	\$21,200	\$13,900	
B-4.3	Education	\$3,804	\$2,500	\$3,300	
B-4.4	Registrations				
B-4.5	Other (Specify)				
B-4.6	Misc.	\$15,777	\$15,536	\$17,560	
B-4.7	Rent	\$141,506	\$205		
B-5	TOTAL ADMINISTRATION	\$271,592	\$127,891	\$129,802	

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Tourism Promotion Joint Powers Board
 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 _____
- C-2.4 _____

C-3 Operating supplies (List):

- C-3.1 Office Supplies _____
- C-3.2 Misc _____
- C-3.3 _____
- C-3.4 _____

C-4 Program Services (List):

- C-4.1 Advertising _____
- C-4.2 Website _____
- C-4.3 Advertising Production _____
- C-4.4 Trade Shows _____

C-5 Contractual Arrangements (List):

- C-5.1 Downtown Parking _____
- C-5.2 _____
- C-5.3 _____
- C-5.4 _____

C-6 Other operations (Specify):

- C-6.1 Printing _____
- C-6.2 Other Promotional Services _____
- C-6.3 Grants _____
- C-6.4 _____

C-7 TOTAL OPERATIONS

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$302,354	\$321,925	\$435,166	
\$104,220	\$62,600	\$84,700	
\$12,904	\$11,898	\$18,000	
\$4,427	\$5,045	\$10,000	
\$21,100	\$3,485	\$32,550	
\$510,049	\$503,800	\$601,200	
\$30,000	\$97,064	\$46,000	
\$19,496	\$27,060	\$75,400	
\$20,984	\$16,900	\$26,300	
\$48,143	\$47,953	\$48,500	
\$99,748	\$84,172	\$88,500	
\$136,102	\$192,357	\$245,546	
\$34,250	\$92,700	\$170,623	
\$1,343,777	\$1,466,959	\$1,882,485	

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Tourism Promotion Joint Powers Board

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	\$4,570	\$4,874	\$4,800	
D-1.2		Buildings and vehicles	\$1,185	\$1,262	\$1,885	
D-1.3		Equipment				
D-1.4		Other (Specify)				
D-1.5		_____				
D-1.6		_____				
D-2	Indirect payroll costs:					
D-2.1		FICA (Social Security) taxes	\$28,275	\$28,008	\$30,850	
D-2.2		Workers Compensation	\$4,681	\$4,400	\$4,700	
D-2.3		Unemployment Taxes	\$327	\$18	\$2,000	
D-2.4		Retirement	6600.83	\$7,665	\$9,075	
D-2.5		Health Insurance	\$42,688	\$52,200	\$61,366	
D-2.6		Other (Specify)				
		Accrued Vacation			\$11,004	

D-3	Depreciation Expenses					
D-4	TOTAL INDIRECT COSTS		\$88,326	\$98,427	\$125,680	

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Tourism Promotion Joint Powers Board

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 _____

E-1.6 _____

E-2 TOTAL CAPITAL OUTLAY

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$18,835	\$20,668	\$32,300	
\$18,835	\$20,668	\$32,300	

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Tourism Promotion Joint Powers Board

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	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Tourism Promotion Joint Powers Board

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 Advertising
 - 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
G-1 Government Support				
G-1.1			\$0	
G-1.2	\$1,644,952	\$1,932,468	\$1,975,590	
G-1.3				
G-1.4				
G-1.5	\$1,644,952	\$1,932,468	\$1,975,590	
G-2 Operating Revenues				
G-2.1				
G-2.2	\$880			
G-2.3				
G-2.4	\$880	\$0	\$0	
G-3 Grants				
G-3.1				
G-3.2				
G-3.3				
G-3.4	\$0	\$0	\$0	
G-4 Miscellaneous:				
G-4.1	\$431	\$101	\$300	
G-4.2	\$1,988			
G-4.3				
G-4.4	\$2,419	\$101	\$300	
G-5	\$1,648,251	\$1,932,569	\$1,975,890	

G-6 DEPRECIATION (REPLACEMENT) RESERVE

- G-6.1 Balance in Reserve Account, beginning of budget year
- 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
G-6.1				
G-6.2				
G-6.3	\$0	\$0	\$0	
G-6.4				
G-6.5	\$0	\$0	\$0	
G-6.6	\$0	\$0	\$0	

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
	\$439,011	\$402,419	\$700,000	
	\$439,011	\$402,419	\$700,000	
	\$170,000	\$160,000	\$220,000	
	\$269,011	\$242,419	\$480,000	
	\$170,000	\$160,000	\$220,000	

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
			\$700,000	
	\$269,011	\$242,419	\$480,000	
	\$269,011	\$242,419	\$480,000	
	-\$269,011	-\$242,419	\$220,000	
	\$0	\$0	\$0	
	\$1,379,240	\$1,690,150	\$2,195,890	

Proposed Budget

Tourism Promotion Joint Powers Board

FYE 6/30/2016

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)

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Tourism Promotion Joint Powers Board

FYE 6/30/2016

NAME OF DISTRICT/BOARD

I-1 **BUDGET MESSAGE**

The Tourism Promotion Joint Powers Board has experienced significant revenue growth from the lodging tax during the past two years as the Laramie County travel industry has expanded. The FY 16 proposed budget includes several modifications and enhancements to the organization can continue to actively promote and develop the area's hospitality industry.

1. Meeting Sales / Convention Services -- To continue building on our convention sales success and aggressively pursue new business, the TPJPB will

* Offer a new Meeting Fam Assistance program to convention hotels where Visit Cheyenne augments the trips of planners to each of our 3 convention hotels. Also sponsor a fam tour of planners from the Denver area.

* Continue enhancement of our meeting services, providing more Cheyenne experiences to attendees. Examples: Better photo kiosk options - better backdrops, photo contests, etc.; Mechanical Bull; Meeting WiFi, etc.

2. Events Development / Promotion – Invest in developing and growing Laramie County festivals and events to create a year-round tourism industry.

* New events promotion/development staff person to work closely with Visit Cheyenne marketing grant winners.

* Create a Restaurant Week and / or other events that have the potential to attract visitors.

* Increase the marketing grant and community grant budgets.

* Develop a sponsorship program that can enhance our events and tourism product.

3. Product Development – Aggressively develop products and infrastructure that fulfill the Cheyenne brand.

* Work closely with the City of Cheyenne on the revitalization of public right-of-way Big Boots and bases for new downtown bronzes.

* If the partnership with the City works well, enlarge the program and make investments to strategically enhance the Cheyenne brand and hospitality community.

* Develop a sponsorship program to our events and tourism product. – Gunslingers, Carriage, Rattlesnake Jake, etc.

* Work with the Depot management, Union Pacific, and other interested parties to grow the area's train product while the Big Boy excitement is at its peak. Do so with trolley tours of the steam shop, a steam shop film, etc.

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Tourism Promotion Joint Powers Board

13-Jul-15

NAME OF DISTRICT/BOARD

DATE OF BUDGET HEARING

6/30/2016

121 W. 15th Street, 3rd floor

11:30 AM

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	\$1,722,530	\$1,713,945	\$2,170,267	
S-2 Total to be added to Reserves	\$0	\$0	\$0	
S-3 Total Cash and Forecasted Revenues	\$1,379,240	\$1,690,150	\$2,195,890	
S-4 Additional Financial Support Required	\$343,290	\$23,795	\$0	
S-5 Amount as approved by County Commissioners	\$0	\$0	\$0	

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)	\$0	\$0	\$0	
S-7 Other County Support	\$0	\$0	\$0	

Additional funding approved by:

County Commissioner

Date Approved _____

The Tourism Promotion Joint Powers Board has experienced significant revenue growth from the lodging tax during the past two years as the Laramie County travel industry has expanded. The FY 16 proposed budget includes several modifications and enhancements to the organization can continue to actively promote and develop the area's hospitality industry.

1. Meeting Sales / Convention Services -- To continue building on our convention sales success and aggressively pursue new business, the TPJPB will

- * Offer a new Meeting Fam Assistance program to convention hotels where Visit Cheyenne augments the trips of planners to each of our 3 convention hotels. Also sponsor a fam tour of planners from the Denver area.
 - * Continue enhancement of our meeting services, providing more Cheyenne experiences to attendees.
- Examples: Better photo kiosk options - better backdrops, photo contests, etc.; Mechanical Bull; Meeting WiFi, etc.

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- * New events promotion/development staff person to work closely with Visit Cheyenne marketing grant winners.
- * Create a Restaurant Week and / or other events that have the potential to attract visitors.
- * Increase the marketing grant and community grant budgets.
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- * Work closely with the City of Cheyenne on the revitalization of public right-of-way Big Boots and bases for new downtown bronzes.
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- * Develop a sponsorship program to our events and tourism product. – Gunslingers, Carriage, Rattlesnake Jake, etc.
- * Work with the Depot management, Union Pacific, and other interested parties to grow the area's train product while the Big Boy excitement is at its peak. Do so with trolley tours of the steam shop, a steam shop film, etc.

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

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
\$1,644,952	\$1,932,468	\$1,975,590	
\$880	\$0	\$0	
\$0	\$0	\$0	
\$2,419	\$101	\$300	
-\$269,011	-\$242,419	\$220,000	
\$0	\$0	\$0	
\$1,379,240	\$1,690,150	\$2,195,890	

NAME OF DISTRICT/BOARD

ESTIMATED EXPENDITURES

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
J-8 Administration	\$271,592	\$127,891	\$129,802	
J-9 Operations	\$1,343,777	\$1,466,959	\$1,882,485	
J-10 Indirect Costs	\$88,326	\$98,427	\$125,680	
J-11 Capital Outlay	\$18,835	\$20,668	\$32,300	
J-12 Debt Service	\$0	\$0	\$0	
J-13 Provision for Tax Shrinkage	\$0	\$0	\$0	
J-14 Total Expenditures	\$1,722,530	\$1,713,945	\$2,170,267	

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	\$0	
J-15.2 b. Other Reserve	\$0	\$0	\$0	
J-15.3 c. Emergency Reserve (Cash)	\$439,011	\$402,419	\$700,000	
J-15.4 Total Reserves (a+b+c)	\$439,011	\$402,419	\$700,000	
J-16 Amount to be added				
J-16.1 a. Depreciation Reserve	\$0	\$0	\$0	
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	\$0	\$0	
J-17 Subtotal	\$439,011	\$402,419	\$700,000	
J-18 Less Total to be spent	\$170,000	\$160,000	\$220,000	
J-19 Total Reserves	\$269,011	\$242,419	\$480,000	

PREPARED BY: Darren Rudloff

DISTRICT ADDRESS: 121 W. 15th St, Ste. 202
Cheyenne, WY 82001

DISTRICT PHONE: 307-778-3133

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