

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: _____	WAM-JPIC	YOUR NAME: _____	Earla Checchi
COUNTY: _____	Laramie	HEARING DATE: _____	6/10/2015
DISTRICT ADDRESS: _____	315 W. 27th Street	LOCATION OF HEARING: _____	Little American in Cheyenne
City, State, Zip _____	Cheyenne WY 82001	TIME OF HEARING: _____	1:00pm
DISTRICT PHONE: _____	307-632-0398		
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

WAM-JPIC

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	_____				
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	_____				
B-5	TOTAL ADMINISTRATION	\$0	\$0	\$0	

Form approved by Department of Audit, Public Funds Division

Proposed Budget

WAM-JPIC

 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

ACTIVITY

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

WAM-JPIC

FYE 6/30/2016

NAME OF DISTRICT/BOARD _____

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

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
\$0	\$0	\$0	
\$0	\$0	\$0	
\$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 Cash
- G-12.4 Investments
- 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
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$122,652			
\$8,454,160			
\$8,576,812	\$0	\$0	
\$18,188,874	\$9,660,000	\$10,599,400	

Proposed Budget

WAM-JPIC

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

WAM-JPIC

FYE 6/30/2016

NAME OF DISTRICT/BOARD

I-1 BUDGET MESSAGE

We are a joint powers board which receives money from premiums for health insurance/dental insurance/life insurance/vision insurance. This includes cities/towns and joint powers boards that pay premiums to Blue Cross Blue Shield who collect the premiums then deposit them directly into the WAM-JPIC account. WAM-JPIC then pays BCBS for all the claims each month. The funds are used to pay the claims for medical, dental, vision, life insurance and any operating expenses that need covered each month. Every two years we have given a Premium Holiday where we take money from investments and use that to pay one months premiums for all of our cities/towns/joint powers boards. Any money that is left over is transfer to investments either with Kaiser Wealth Management or Wyostar. We do hold some out for operating expenses such as administration fees, travel for board and WAM staff who administers the program, marketing & Sponsorship, HCMS Fees (contract Services), ACA Taxes, Professional Services (attorney, CPA, Acturaries), insurance. Revenues will increase based on insurance rates and expenses will increased based on the claims that our submitted. We also have IBNR which are claims that have been incurred bur not reported at the time our fiscal year ends. We estimate that number each year, we either increase or decrease that number based on acturaries. Accural to cash difference. State is on a cash basis audit is done on accural basis.

Form approved by Department of Audit, Public Funds Division

Proposed Budget

WAM-JPIC

10-Jun-15

NAME OF DISTRICT/BOARD

DATE OF BUDGET HEARING

6/30/2016

Little American in Cheyenne

1:00pm

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	\$7,633,070	\$8,898,871	\$10,225,300	
S-2 Total to be added to Reserves	\$0	\$0	\$0	
S-3 Total Cash and Forecasted Revenues	\$18,188,874	\$9,660,000	\$10,599,400	
S-4 Additional Financial Support Required	\$0	\$0	\$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 _____

We are a joint powers board which receives money from premiums for health insurance/dental insurance/life insurance/vision insurance. This includes cities/towns and joint powers boards that pay premiums to Blue Cross Blue Shield who collect the premiums then deposit them directly into the WAM-JPIC account. WAM-JPIC then pays BCBS for all the claims each month. The funds are used to pay the claims for medical, dental, vision, life insurance and any operating expenses that need covered each month. Every two years we have given a Premium Holiday where we take money from investments and use that to pay one months premiums for all of our cities/towns/joint powers boards. Any money that is left over is transfer to investments either with Kaiser Wealth Management or Wyostar. We do hold some out for operating expenses such as administration fees, travel for board and WAM staff who administers the program, marketing & Sponsorship, HCMS Fees (contract Services), ACA Taxes, Professional Serivces (attorney, CPA, Acturaries), insurance. Revnues will increase based on insurance rates and expenses will increased based on the claims that our submitted. We also have IBNR which are claims that have been incurred bur not reported at the time our fiscal year ends. We estimate that number each year, we either increase or decrease that number based on acturaries. Accural to cash difference. State is on a cash basis audit is done on accural basis.

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
\$0	\$0	\$0	
\$9,254,970	\$9,535,000	\$10,435,400	
\$0	\$0	\$0	
\$357,092	\$125,000	\$164,000	
\$0	\$0	\$0	
\$8,576,812	\$0	\$0	
\$18,188,874	\$9,660,000	\$10,599,400	

NAME OF DISTRICT/BOARD**ESTIMATED EXPENDITURES**

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
J-8 Administration	\$0	\$0	\$0	
J-9 Operations	\$0	\$8,898,871	\$10,225,300	
J-10 Indirect Costs	\$7,633,070	\$0	\$0	
J-11 Capital Outlay	\$0	\$0	\$0	
J-12 Debt Service	\$0	\$0	\$0	
J-13 Provision for Tax Shrinkage	\$0	\$0	\$0	
J-14 Total Expenditures	\$7,633,070	\$8,898,871	\$10,225,300	

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)	\$0	\$0	\$0	
J-15.4 Total Reserves (a+b+c)	\$0	\$0	\$0	
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	\$0	\$0	\$0	
J-18 Less Total to be spent	\$0	\$0	\$0	
J-19 Total Reserves	\$0	\$0	\$0	

PREPARED BY: Earla ChecchiDISTRICT ADDRESS: 315 W. 27th Street
Cheyenne WY 82001DISTRICT PHONE: 307-632-0398