

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:	Westland Park I&SD & Red Butte Village I&SD & JPB	YOUR NAME:	Edward E. Chase
COUNTY:	Natrona	HEARING DATE:	7/21/16
DISTRICT ADDRESS:	P. O. Box 1343	LOCATION OF HEARING:	6702 Terrace Dr., Casper, WY
City, State, Zip	Mills, WY 82644	TIME OF HEARING:	7:30 PM
DISTRICT PHONE:	307-258-1769		
Fiscal Year Ending:	June 30, 2017		

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 307-778-7768.

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

Westland Park I&SD & Red Butte Village I&SD & JPB
 NAME OF DISTRICT/BOARD

FYE 6/30/17

SCHEDULE E
CAPITAL OUTLAY BUDGET

DATA INPUT

		ACTIVITY
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		<u>Grinder Pumps</u>
E-1.6		<u>Tap Fee</u>
E-2	TOTAL CAPITAL OUTLAY	

2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
	\$11,190	\$2,000	
\$500			
\$500	\$11,190	\$2,000	

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Westland Park I&SD & Red Butte Village I&SD & JPB
 NAME OF DISTRICT/BOARD

FYE 6/30/17

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**

2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
\$0	\$0	\$0	

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Westland Park ISSD & Red Butte Village ISSD & JPB
NAME OF DISTRICT/BOARD

FYE 6/30/17

SCHEDULE G

DATA INPUT

FORECASTED REVENUE

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
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	\$3,319	\$1,075	\$1,075	
G-2	Operating Revenues				
G-2.1	Customer Charges	\$42,858	\$41,545	\$42,000	
G-2.2	Sales of Goods or Services				
G-2.3	Other Assessments	\$2,319	\$204	\$280	
G-2.4	Total Operating Revenues	\$44,977	\$41,749	\$42,280	
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	\$0	\$0	\$0	
G-4	Miscellaneous:				
G-4.1	Interest	\$57	\$38	\$26	
G-4.2	Other; Specify <u>tap fee</u>	\$1,000			
G-4.3	Other; Additional				
G-4.4	Total Miscellaneous	\$1,057	\$38	\$26	
G-5	Total Forecasted Revenue	\$49,353	\$42,862	\$43,375	

DEPRECIATION (REPLACEMENT) RESERVE

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
G-6.1	Balance in Reserve Account, beginning of budget year	\$37,688	\$37,725	\$51,601	
G-6.2	Amount to be added to the reserve	\$37		\$5,000	
G-6.3	SUB-TOTAL	\$37,725	\$37,725	\$56,601	
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)	\$0	\$0	\$0	
G-6.6	(Line 3 - Line 5)	\$37,725	\$37,725	\$56,600	

OTHER RESERVE

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
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	\$0	\$0	\$0	
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)	\$0	\$0	\$0	
G-7.6	Line 11)	\$0	\$0	\$0	

EMERGENCY RESERVE (cash)

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
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	\$0	\$0	\$0	
G-8.4	Amount to be spent from Emergency Reserve (Cash)				
G-8.5	Line 16)	\$0	\$0	\$0	
G-8.6	TOTAL TO BE SPENT	\$0	\$0	\$0	

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

		2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
G-10	Deductions:				
G-10.1	a. Unpaid bills at FYE				
G-10.2	b. Reserves	\$37,725	\$37,725	\$56,600	
G-10.3	Total Deductions (a+b)	\$37,725	\$37,725	\$56,600	
G-11	Estimated cash available	\$11,628	\$5,147	\$13,625	
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)	\$0	\$0	\$0	
G-13	Total Cash Available and Forecasted Revenue	\$11,628	\$5,147	\$13,625	

Proposed Budget

Westland Park I&SD & Red Butte Village I&SD & JPB
NAME OF DISTRICT/BOARD

FYE 6/30/17

SCHEDULE H

Analysis of Additional Financial Support Required:

DATA INPUT

- 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)

2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
		\$0	
		\$0	
		\$0	

Form approved by Department of Audit, Public Funds Division

Proposed Budget

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NAME OF DISTRICT/BOARD: **SC017** DATE OF BUDGET HEARING: **7:30 PM**
 FISCAL YEAR BEGINS: **01/01/2017** LOCATION OF BUDGET HEARING: **730 PM** TIME OF HEARING: **7:30 PM**

PROPOSED BUDGET SUMMARY

	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
S-1 Total Expenditures- Cash Requirements	\$55,429	\$44,837	\$42,100	
S-2 Total to be added to Reserves	\$17	\$0	\$0	
S-3 Total Cash and Forecasted Revenues	\$31,870	\$5,117	\$5,117	
S-4 Additional Financial Support Received	\$23,000	\$39,720	\$37,000	
S-5 Amount set aside for County Commitments	\$0	\$0	\$0	

	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
S-6 Tax levy (per millage rate) to make budget	\$0	\$0	\$0	
S-7 Other County Support	\$0	\$0	\$0	

Additional funds accepted by _____ Date Accepted _____
 County Commissioner _____

BUDGET MESSAGE REVISED 16-4-10-00

The JPB owns and controls the sewer main and sewage is delivered to the City of Casper. The City collects the charged sewer fee to each residence ownership and retains 90% Administrative Fee and Sewage Treatment Fee with balance sent to the JPB.

Date entered by Special District _____
 District Officer/ District Officer if not same as "Submitted by" _____

Submitted Date: 12/01/16 at 10:00 AM REVISED 16-4-10-00 **FYE: 06/2017**

NAME OF DISTRICT/BOARD: _____

FORECASTED REVENUE

	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
J-1 Government Support	\$3,310	\$1,075	\$1,075	
J-2 Operating Revenues	\$49,977	\$41,720	\$39,000	
J-3 Grants	\$0	\$0	\$0	
J-4 Miscellaneous	\$1,000	\$0	\$0	
J-5 Estimated Cash Available	\$54,287	\$42,795	\$39,000	
J-6 Other Forecasted Revenues	\$0	\$0	\$0	
J-7 Total Cash Available and Forecasted Revenues	\$54,287	\$42,795	\$39,000	

Submitted Date: 12/01/16 at 10:00 AM REVISED 16-4-10-00 **FYE: 06/2017**

NAME OF DISTRICT/BOARD: _____

ESTIMATED EXPENDITURES

	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
J-8 Administration	\$1,367	\$1,210	\$1,210	
J-9 Operations	\$20,117	\$18,430	\$18,430	
J-10 Indirect Costs	\$0	\$0	\$0	
J-11 Capital Outlay	\$33,900	\$21,180	\$20,460	
J-12 Debt Service	\$0	\$0	\$0	
J-13 Provision for Tax Shrinkage	\$0	\$0	\$0	
J-14 Total Expenditures	\$55,384	\$40,820	\$39,100	

SUMMARY OF RESERVE FUNDS

	2014-2015 Actual	2015-2016 Estimated	2016-2017 Proposed	Final Approval
J-15 Estimated Balance by Reserve Account	\$37,688	\$37,720	\$37,720	
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)	\$37,688	\$37,720	\$37,720	
J-15.4 Total Reserves (a+b+c)	\$37,688	\$37,720	\$37,720	
J-16 Amount to be added	\$0	\$0	\$0	
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	\$37,688	\$37,720	\$37,720	
J-18 Less: Total to be spent	\$0	\$0	\$0	
J-19 Total Reserves	\$37,688	\$37,720	\$37,720	

Submitted by: _____
 District Officer/ District Officer if not same as "Submitted by" _____

Prepared in accordance with the District Municipal Fiscal Procedures Act (M.S. 16-4-301) through 12-01-01 as amended.
 Form approved by Department of Applied Public Health Division.