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:	Five County Joint Powers Board	YOUR NAME:	Sherry Daigle
COUNTY:	orn, Hot Springs, Sublette, Teton and l	HEARING DATE:	6/23/2015
DISTRICT ADDRESS:	PO Box 1727	LOCATION OF HEARING:	Teton County Commission Chambers
City, State, Zip	Jackson, WY		
DISTRICT PHONE:	307-732-8418	TIME OF HEARING:	9:00 AM
Fiscal Year Ending:	June 30, 2016		
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.

- **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 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.
- 3. In places you are asked to identify a specific item, please describe it in detail for proposed budget.
- 4. 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 <u>AND</u> to the Wyoming Department of Audit at

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 **Schedule A Reserve Funds** Worksheet has been **moved** to Schedule G, the Cash and Forecasted Revenue page.
- 2. 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.

Five County Joint Powers Board

NAME OF DISTRICT/BOARD

**FYE** 6/30/2016

SCHEDULE B

ADMINISTRATION BUDGET

### **DATA INPUT**

		ACTIVITY	
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>D</b> 0	D 15		
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 Serv	ices:	
B-3.1		Legal	
B-3.2		Accounting/Auditing	
B-3.3		Other (Specify)	
B-3.4		Support contract	
B-3.5			
B-4	Other:		
B-4.1	Other.	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		bonds	
B-4.7			
,			
B-5	TOTAL ADMINIST	TRATION	

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
		,	
\$1,119	\$1,150	\$1,200	
\$110,778	\$109,000	\$107,000	
<b>+</b> 110,110	+100,000	+101,000	
\$100	\$100	\$100	
\$111,997	\$110,250	\$108,300	

Five County Joint Powers Board

**FYE** 6/30/2016

NAME OF DISTRICT/BOARD

SCHEDULE C
OPERATIONS BUDGET

**DATA INPUT** 

		ACTIVITY
C-1 C-1.1 C-1.2 C-1.3 C-1.4 C-1.5	;	s: WagesOperations Service Contracts Other (Specify)
C-2.1 C-2.2 C-2.3 C-2.4		Mileage Other (Specify)
C-3.1 C-3.2 C-3.3 C-3.4	Operating supplies	s (List):
C-4.1 C-4.2 C-4.3 C-4.4	Program Services	(List):
C-5 C-5.1 C-5.2 C-5.3 C-5.4	Contractual Arrang	gements (List):
C-6 C-6.1 C-6.2 C-6.3 C-6.4	Other operations (	
C-7	TOTAL OPERATIO	NS

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
Actual	Listimated	1 Toposeu	Арріочаі
\$0	\$0	\$0	

Five County Joint Powers Board

**FYE** 6/30/2016

NAME OF DISTRICT/BOARD

SCHEDULE D
INDIRECT COSTS BUDGET

**DATA INPUT** 

		ACTIVITY
D-1	Insurance	
D-1.1		Liability
D-1.2		Buildings and vehicles
D-1.3		Equipment
D-1.4		Other (Specify)
D-1.5		
D-1.6		
D-2	Indirect payroll co	osts:
D-2.1		FICA (Social Security) taxes
D-2.2		Workers Compensation
D-2.3		Unemployment Taxes
D-2.4		Retirement
D-2.5		Health Insurance
D-2.6		Other (Specify)
D-3	Depreciation Exp	enses
D-4	TOTAL INDIRECT	COSTS

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

Five County Joint Powers Board

**FYE** 6/30/2016

Final

Approval

NAME OF DISTRICT/BOARD

SCHEDULE E
CAPITAL OUTLAY BUDGET

**DATA INPUT** 

2015-2016

Proposed

		ACTIVITY
E-1	<b>Capital Outlay</b>	
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		

\$0	\$0	\$0

2014-2015

Estimated

2013-2014

Actual

**TOTAL CAPITAL OUTLAY** 

E-2

Five County Joint Powers Board

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

Five County Joint Powers Board

NAME OF DISTRICT/BOARD

**FYE** 6/30/2016

### SCHEDULE G

### **DATA INPUT**

	FORECASTED R	EVENUE	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
G-1	Government Sup	port				
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	\$0	\$0	\$0	
G-2	Operating Reven	ues				
G-2.1		Customer Charges	\$117,800	\$112,800	\$112,800	
G-2.2		Sales of Goods or Services				
G-2.3		Other Assessments				
G-2.4		Total Operating Revenues	\$117,800	\$112,800	\$112,800	
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	\$30	\$32	\$40	
G-4.2		Other: Specify				
G-4.3		Other: Additional				
G-4.4		Total Miscellaneous	\$30	\$32	\$40	
G-5	Total Forecasted	Revenue	\$117,830	\$112,832	\$112,840	

### 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
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	

G-7	OTHER RESERVE	
		2013-201
0 = 4		Actual
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	
	D	
G-7 5	c TOTAL OTHER RESERVE OUTLAY (a+b+c)	
	9 - Line 11)	
07.0		
G-8	EMERGENCY RESERVE (cash)	
		2013-201
		Actual
G-8.1	Balance in Reserve Account, beginning of budget year	\$35,0
C 0 2	Amount to be added to the recense	
G-8.2 G-8.3	Amount to be added to the reserve SUB-TOTAL	\$35,0
	Amount to be spent from Emergency Reserve (Cash)	Ψ33,0
	15 - Line 16)	\$35,0
G-8.6	TOTAL TO BE SPENT	
		2013-201
G-9	Total Estimated Cash and Investments on Hand	Actual \$35,0
G-9	(including any reserves listed above)	\$35,0
G-10	Deductions:	
G-10.1	a. Unpaid bills at FYE	
G-10.2	b. Reserves	\$35,0
G-10.3	Total Deductions (a+b)	\$35,0
G-11	Estimated cash available	
G-12	Other Forecasted Revenues:	
G-12.1	a. Other past due-as estimated by Co. Treas.	
0 12.1	a. Other past add as estimated by 66. Heas.	
G-12.2	<ul><li>b. Other forecasted revenue (specify):</li></ul>	
G-12.3		
G-12.4		
G-12.5	T. 1.1011	
G-12.6	Total Other Forecasted Revenue (a+b)	
G-13	Total Cash Available and Forecasted Revenue	\$117,8
3-13	I Olai Vasii Avaliabic aliu i Vicuasleu Nevellue	φ117,0

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

2013-2014	2014-2015	2015-2016	Final Approval
Actual	Estimated	Proposed	Filial Apploval
\$35,000	\$34,000	\$34,000	
\$35,000	\$34,000	\$34,000	
\$35,000	\$34,000	\$34,000	
\$0	\$0	\$0	

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$35,00	\$34,000	\$34,000	
\$35,00	\$34,000	\$34,000	
\$35,00	\$34,000	\$34,000	
\$	\$0	\$0	
\$	50 \$0	\$0	
0447.00	0140000	0110 010	
\$117,83	\$112,832	\$112,840	

Five County Joint Powers Board FYE 6/30/2016

NAME OF DISTRICT/BOARD

SCHEDULE H

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)

Form approved by Department of Audit, Public Funds Division

#### **DATA INPUT**

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

Five County Joint Powers Board

NAME OF DISTRICT/BOARD

I-1

FYE	6/30/2016
-----	-----------

JDGET MESS	<b>AGE</b> ty Joint Powers Board was esta	ablished in 2002 strictly f	or the nurnose of collection	ng fees and naving fo
support and m	aintenance contract for County	Software used by the Cl	or the purpose of collection	urer of each of the Fiv
Counties The	Five Counties are Big Horn, H	of Springs Sublette Tet	on and Llinta	uici oi cacii oi tiic i ii
Journal Trice	Tive counties are big from, in	or opinigs, oublette, ret	on and omia.	

Five County Joint Powers Board

23-Jun-15

NAME OF DISTRICT/BOARD

**DATE OF BUDGET HEARING** 

6/30/2016

Teton County Commission Chambers

9:00 AM

FISCAL YEAR ENDING

**LOCATION OF BUDGET HEARING** 

TIME OF HEARING

### PROPOSED BUDGET SUMMARY

S-1	Total Expenditures, Cash Requirements
S-2	Total to be added to Reserves
S-3	Total Cash and Forecasted Revenues
S-4	Additional Financial Support Required
S-5	Amount as approved by County Commissioners  Analysis of additional Financial Support Required:
S-6	Tax levy (for entities able to make levies)
S-7	Other County Support
	Additional funding approved by:
	County Commissioner

2013-2014	2014-2015	2015-2016	Final
Actual	Estimated	Proposed	Approval
\$111,997	\$110,250	\$108,300	
\$0	\$0	\$0	
\$117,830	\$112,832	\$112,840	
\$0	\$0	\$0	
\$0	\$0	\$0	

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$0	\$0	\$0	1-1
\$0	\$0	\$0	
\$0	\$0	\$0	

Date Approve	b

	BUDGET MESSAGE	per W.S. 16-4-104(c
paying for a support and mair	s Board was established in 2002 strictly for the printenance contract for County Software used by the Fire Counties are Rig Horn, Hot Springer So	he Clerk, Assessor and Treas
of each of the Five Counties.	The Five Counties are Big Horn, Hot Springs, S	ublette, reton and Uinta.
	·	
	s "Submitted by")	e 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	
\$117,800	\$112,800	\$112,800	
\$0	\$0	\$0	
\$30	\$32	\$40	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$117,830	\$112,832	\$112,840	

#### **FYE**

#### 06/30/16

#### NAME OF DISTRICT/BOARD

ESTIMATED EXPENDITURES		
J-8	Administration	
J-9	Operations	
J-10	Indirect Costs	
J-11	Capital Outlay	
J-12	Debt Service	

J-13	Provision for Tax Shrinkage
J-14	Total Expenditures

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$111,997	\$110,250	\$108,300	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	
	_		
\$0	\$0	\$0	
	**	**	
\$0	\$0	\$0	
£444.007	¢440.050	£400 200	
\$111,997	\$110,250	\$108,300	

#### 2013-2014 2014-2015 2015-2016 Final Actual Estimated Proposed Approval \$0 \$0 \$0 \$0 \$0 \$0 \$35,000 \$34,000 \$34,000 \$35,000 \$34,000 \$34,000 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$0 \$34,000 \$35,000 \$34,000 \$0 \$0 \$0 \$35,000 \$34,000 \$34,000

#### **SUMMARY OF RESERVE FUNDS**

J-14

J-19

J-15	Beginning Balance in Reserve Accounts
J-15.1	a. Depreciation Reserve
J-15.2	b. Other Reserve
J-15.3	c. Emergency Reserve (Cash)
J-15.4	Total Reserves (a+b+c)
J-16	Amount to be added
J-16.1	a. Depreciation Reserve
J-16.2	b. Other Reserve
J-16.3	c. Emergency Reserve (Cash)
J-16.4	Total to be added (a+b+c)
J-17	Subtotal
J-18	Less Total to be spent

PREPARED BY:	Sherry Daigle

**Total Reserves** 

DISTRICT	ADDRESS:	PO Box 1727

Jackson, WY

**DISTRICT PHONE**: 307-732-8418

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