

## 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 as this Excel file and save to your computer.
  - b. **Begin by reading this instruction sheet and continue by inputting data on the following 9 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 bottom of this sheet (Name, FYE, Date of Hearing, Location of Hearing).

**\*\*\* DO NOT enter data into cells shaded in gray \*\*\***

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. \*\*\*
- 2.
3. 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 submit 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 be submitted via email to your County Commissioners AND to the Wyoming Department of Audit at [doa-pfd-web@wyo.gov](mailto:doa-pfd-web@wyo.gov).
- 4.
5. **If you have ANY questions, or concerns, please contact the Public Funds Division at 307-777-7798.**

**Helpful Tip:** Certain headings have comments attached to them, which contain more detailed information regarding the section of the budget form you are about to complete. If you do not see these comments (they appear in yellow boxes to the right of the budget form) simply place the cursor over the cell and they will appear.

**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.

### BEGIN HERE

NAME OF  
DISTRICT/BOARD: Carpenter Water & Sewer District

YOUR NAME: Yvonne Ware

DISTRICT ADDRESS: P.O. Box 423  
Carpenter WY 82054

HEARING  
DATE: July 21, 2014

DISTRICT PHONE: 307-649-2437

LOCATION OF  
HEARING: Carpenter Elementary

FYE: 42186

TIME OF  
HEARING: 7:00 PM

## NAME OF DISTRICT/BOARD

## SCHEDULE A

## RESERVE FUNDS WORKSHEET

## DATA INPUT

## A-1 DEPRECIATION (REPLACEMENT) RESERVE

- A-1.1 Balance in Reserve Account, beginning of budget year
- A-1.2 Amount to be added to the reserve
- A-1.3 SUB-TOTAL
- A-1.4 Identify the amount to be spent from "Reserve for Capital Outlay"
- a. new building
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- A-1.5 TOTAL CAPITAL OUTLAY (a+b+c)
- A-1.6 (Line 3 - Line 5)

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$183,741	\$185,000	\$187,000	
\$2,000	\$2,000		
\$185,741	\$187,000	\$187,000	
	\$1,500	\$75,000	
\$0	\$1,500	\$75,000	
\$185,741	\$185,500	\$112,000	

## A-2 OTHER RESERVE

- A-2.1 Balance in Reserve Account, beginning of budget year
- A-2.2 Amount to be added to the reserve
- A-2.3 SUB-TOTAL
- A-2.4 Identify the amount and project to be spent from "Other Reserves"
- a. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- A-2.5 TOTAL OTHER RESERVE OUTLAY (a+b+c)
- A-2.6 - Line 11)

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	

## A-3 EMERGENCY RESERVE (cash)

- A-3.1 Balance in Reserve Account, beginning of budget year
- A-3.2 Amount to be added to the reserve
- A-3.3 SUB-TOTAL
- A-3.4 Amount to be spent from Emergency Reserve (Cash)
- A-3.5 15 - Line 16)

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$0	\$0	\$0	
		\$0	
\$0	\$0	\$0	
\$0	\$1,500	\$75,000	

## A-4 TOTAL TO BE SPENT

## NAME OF DISTRICT/BOARD

**SCHEDULE B**

## ADMINISTRATION BUDGET

## DATA INPUT

ACTIVITY	
<b>B-1</b>	<b>Personnel Services:</b>
B-1.1	Administrator
B-1.2	Secretary
B-1.3	Clerical
B-1.4	Other (Specify)
B-1.5	
B-1.6	
<b>B-2</b>	<b>Board Expenses:</b>
B-2.1	Travel
B-2.2	Mileage
B-2.3	Other (Specify)
B-2.4	
B-2.5	
<b>B-3</b>	<b>Contractual Services:</b>
B-3.1	Legal
B-3.2	Accounting/Auditing
B-3.3	Other (Specify)
B-3.4	
B-3.5	
<b>B-4</b>	<b>Other:</b>
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	lease
B-4.7	election
<b>B-5</b>	<b>TOTAL ADMINISTRATION</b>

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$1,550	\$1,575	\$2,000	
\$548	\$175	\$500	
		\$500	
\$10	\$10	\$10	
\$102		\$200	
\$2,210	\$1,760	\$3,210	

Form approved by Department of Audit, Public Funds Division

## NAME OF DISTRICT/BOARD

**SCHEDULE C**

## OPERATIONS BUDGET

## DATA INPUT

ACTIVITY		Actual	Real Estimated	Budget
<b>C-1</b>	<b>Personnel Services:</b>			
C-1.1	Wages--Operations			
C-1.2	Service Contracts			
C-1.3	Other (Specify)			
C-1.4				
C-1.5				
<b>C-2</b>	<b>Travel:</b>			
C-2.1	Mileage			
C-2.2	Other (Specify)			
C-2.3				
C-2.4				
<b>C-3</b>	<b>Operating supplies (List):</b>			
C-3.1	supplies for new taps	\$5,074	\$723	
C-3.2	repairs	\$3,735	\$875	\$1,500
C-3.3				
C-3.4				
<b>C-4</b>	<b>Program Services (List):</b>			
C-4.1	utilities	\$3,565	\$4,500	\$4,500
C-4.2				
C-4.3				
C-4.4				
<b>C-5</b>	<b>Contractual Arrangements (List):</b>			
C-5.1	meter reading	\$600	\$650	\$750
C-5.2				
C-5.3				
C-5.4				
<b>C-6</b>	<b>Other operations (Specify):</b>			
C-6.1	operator & consulting	\$6,255	\$9,000	\$11,000
C-6.2				
C-6.3				
C-6.4				
<b>C-7</b>	<b>TOTAL OPERATIONS</b>	\$19,229	\$15,748	\$17,750

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 costs:	
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)
		no employees
D-3	Depreciation Expenses	
D-4	TOTAL INDIRECT COSTS	

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$500	\$500	\$600	
\$2,693	\$2,890	\$2,900	
\$3,193	\$3,390	\$3,500	

## NAME OF DISTRICT/BOARD

## 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

E-1.6

## E-2 TOTAL CAPITAL OUTLAY

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$0		\$75,000	
	\$1,254		
\$0	\$1,254	\$75,000	

Form approved by Department of Audit, Public Funds Division

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

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$0	\$0	\$0	

## NAME OF DISTRICT/BOARD

## SCHEDULE G

## CASH AND FORECASTED REVENUE

## 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 misc tower rent  
 G-4.3 Total Miscellaneous

## G-5 Total Forecasted Revenue

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$0	\$0	\$0	
\$17,005	\$17,000	\$17,500	
\$17,005	\$17,000	\$17,500	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$813	\$582	\$400	
\$572	\$645	\$700	
\$1,385	\$1,227	\$1,100	
\$18,390	\$18,227	\$18,600	

## G-6 Total Estimated Cash and Investments on Hand

## G-7 Deductions:

- G-7.1 a. Unpaid bills at FYE  
 G-7.2 b. Reserves  
 G-7.3 Total Deductions (a+b)

## G-8 Estimated cash available

## G-9 Other Forecasted revenues:

- G-9.1 a. Other past due-as estimated by Co. Treas.  
 G-9.2 b. Other forecasted revenue (specify):  
 G-9.3 \_\_\_\_\_  
 G-9.4 \_\_\_\_\_  
 G-9.5 Total Other Forecasted Revenue (a+b)

## G-10 Total Cash Available and Forecasted Revenue

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$183,741	\$185,000	\$187,000	
\$183,741	\$185,000	\$187,000	
-\$183,741	-\$185,000	-\$187,000	
\$0	\$0	\$0	
-\$165,351	-\$166,773	-\$168,400	



# Proposed Budget

Carpenter Water & Sewer District

FYE 42186

NAME OF DISTRICT/BOARD

## 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)

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$7,977	\$7,848	\$7,900	
\$0	\$0	\$0	

Form approved by Department of Audit, Public Funds Division

**I-1 BUDGET MESSAGE**

We are a small district with only about 30 taps, we have no employees, but to comply with State laws we will have to build an office and hire a part time employee this year

*Form approved by Department of Audit, Public Funds Division*

# Proposed Budget

Carpenter Water & Sewer District

July 21, 2014

NAME OF DISTRICT/BOARD

DATE OF BUDGET HEARING

42186

Carpenter Elementary

7:00 PM

FYE

LOCATION OF BUDGET HEARING

TIME OF  
HEARING

## FINAL 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

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$24,632	\$22,152	\$99,460	
\$2,000	\$2,000	\$0	
-\$165,351	-\$166,773	-\$168,400	
\$191,983	\$190,925	\$267,860	
\$7,977	\$7,848	\$7,900	

### Analysis of additional Financial Support Required:

S-6 Tax levy (for entities able to make levies)

S-7 Other County Support

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$7,977	\$7,848	\$7,900	
\$0	\$0	\$0	

Additional funding approved by:

County Commissioner

Date Approved \_\_\_\_\_

S-8 BUDGET MESSAGE

per W.S. 16-4-104(c)

We are a small district with only about 30 taps, we have no employees, but to comply with State laws we will have to build an office and hire a part time employee this 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**

<b>J-1</b>	<b>Government Support</b>
<b>J-2</b>	<b>Operating Revenues</b>
<b>J-3</b>	<b>Grants</b>
<b>J-4</b>	<b>Miscellaneous:</b>
<b>J-5</b>	<b>Estimated Cash Available</b>
<b>J-6</b>	<b>Other Forecasted Revenue</b>
<b>J-7</b>	<b>Total Cash Available and Forecasted Revenue</b>

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$0	\$0	\$0	
\$17,005	\$17,000	\$17,500	
\$0	\$0	\$0	
\$1,385	\$1,227	\$1,100	
-\$183,741	-\$185,000	-\$187,000	
\$0	\$0	\$0	
-\$165,351	-\$166,773	-\$168,400	

**NAME OF DISTRICT/BOARD****ESTIMATED EXPENDITURES**

<b>J-8</b>	<b>Administration</b>
<b>J-9</b>	<b>Operations</b>
<b>J-10</b>	<b>Indirect Costs</b>
<b>J-11</b>	<b>Capital Outlay</b>
<b>J-12</b>	<b>Debt Service</b>
<b>J-13</b>	<b>Provision for Tax Shrinkage</b>
<b>J-14</b>	<b>Total Expenditures</b>

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$2,210	\$1,760	\$3,210	
\$19,229	\$15,748	\$17,750	
\$3,193	\$3,390	\$3,500	
\$0	\$1,254	\$75,000	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$24,632	\$22,152	\$99,460	

**SUMMARY OF RESERVE FUNDS****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	<b>Total Reserves (a+b+c)</b>

**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	<b>Total to be added (a+b+c)</b>

**J-17 Subtotal****J-18 Less Total to be spent****J-19 Total Reserves**

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$183,741	\$185,000	\$187,000	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$183,741	\$185,000	\$187,000	
\$2,000	\$2,000	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$2,000	\$2,000	\$0	
\$185,741	\$187,000	\$187,000	
\$0	\$1,500	\$75,000	
\$185,741	\$185,500	\$112,000	

PREPARED BY: Yvonne Ware

DISTRICT ADDRESS: P.O. Box 423

Carpenter WY 82054

DISTRICT PHONE: 307-649-2437

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