

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.
- 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:	Weston County NRD	YOUR NAME:	Jennifer Hinkhouse
DISTRICT ADDRESS:	1225 Washington Blvd. Suite 3 Newcastle, WY 82701	HEARING DATE:	10-Jun-14
DISTRICT PHONE:	(307)746-3264	LOCATION OF HEARING:	1225 Washington Blvd.
FYE:	June	TIME OF HEARING:	3:00pm

NAME OF DISTRICT/BOARD

SCHEDULE A**RESERVE FUNDS WORKSHEET****DATA INPUT****A-1 DEPRECIATION (REPLACEMENT) RESERVE**

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

- 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. _____
- b. _____
- c. _____
- A-1.5 TOTAL CAPITAL OUTLAY (a+b+c)
- A-1.6 Account (Line 3 - Line 5)

A-2 OTHER RESERVE

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

- 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 9 - Line 11)

A-3 EMERGENCY RESERVE (cash)

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$32,247	\$32,435	\$38,921	\$38,921
\$188	\$6,486	\$30,000	\$30,000
\$32,435	\$38,921	\$68,921	\$68,921
		\$0	
\$32,435	\$38,921	\$68,921	\$68,921
\$0	\$0	\$0	\$0

- 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)
- A-4 TOTAL TO BE SPENT**

NAME OF DISTRICT/BOARD

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-2 Board Expenses:

B-2.1	Travel
B-2.2	Mileage
B-2.3	Other (Specify)
B-2.4	Training/Education
B-2.5	State Dues/National Dues

B-3 Contractual Services:

B-3.1	Legal
B-3.2	Accounting/Auditing
B-3.3	Other (Specify)
B-3.4	Chamber Dues
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	postage
B-4.7	Legal/Advertisement

B-5 TOTAL ADMINISTRATION

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$19,000	\$21,762	\$23,000	\$23,000
\$1,081	\$688	\$2,000	\$2,000
\$598	\$150	\$3,000	\$3,000
\$6,941	\$6,734	\$5,700	\$5,700
\$125	\$300	\$8,000	\$8,000
\$150	\$150	\$200	\$200
\$676	\$727	\$2,000	\$2,000
\$1,017	\$534	\$4,000	\$4,000
\$529	\$1,733	\$4,000	\$4,000
\$1,623	\$1,306	\$3,000	\$3,000
\$5,623	\$4,195	\$7,000	\$7,000
\$37,363	\$38,279	\$61,900	\$61,900

Form approved by Department of Audit, Public Funds Division

NAME OF DISTRICT/BOARD

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	MPB Assistance
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	Publications
C-3.2	Equipment Maintenance
C-3.3	
C-3.4	

C-4 Program Services (List):

C-4.1	Education Program
C-4.2	Forestry Program
C-4.3	Water Program
C-4.4	Water Quality Funds

C-5 Contractual Arrangements (List):

C-5.1	
C-5.2	
C-5.3	
C-5.4	

C-6 Other operations (Specify):

C-6.1	Waste Management
C-6.2	Wildlife Habitat
C-6.3	Disaster WPP
C-6.4	Sales Tax

C-7 TOTAL OPERATIONS

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$19,000	\$21,150	\$23,000	\$23,000
\$0	\$0	\$20,000	\$20,000
\$0	\$8,239	\$20,000	\$20,000
\$2,964	\$3,608	\$4,500	\$4,500
\$2,754	\$3,314	\$4,500	\$4,500
\$35	\$423	\$6,000	\$6,000
\$5,042	\$5,720	\$15,000	\$15,000
\$231,663	\$483,100	\$530,000	\$530,000
\$2,325	\$1,134	\$15,000	\$15,000
\$0	\$0	\$2,000	\$2,000
\$18,557	\$20,004	\$35,000	\$35,000
\$2,296	\$2,605	\$10,000	\$10,000
\$10,968	\$8,554	\$20,000	\$20,000
\$375	\$549	\$700	\$700
\$295,978	\$558,401	\$705,700	\$705,700

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	Bonding	
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)	
D-3	Depreciation Expenses	
D-4	TOTAL INDIRECT COSTS	

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$529	\$592	\$650	\$650
\$157	\$531	\$600	\$600
\$346	\$346	\$450	\$450
\$2,941	\$3,923	\$3,600	\$3,600
\$794	\$923	\$1,200	\$1,200
\$155	\$143	\$300	\$300
\$1,127	\$3,594	\$3,900	\$3,900
		\$7,300	\$7,300
\$6,049	\$10,052	\$18,000	\$18,000

Form approved by Department of Audit, Public Funds Division

Weston County NRD
NAME OF DISTRICT/BOARD

FYE June

SCHEDULE E
CAPITAL OUTLAY BUDGET

DATA INPUT

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

Form approved by Department of Audit, Public Funds Division

SCHEDULE F
DEBT SERVICE BUDGET

DATA INPUT

		Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
ACTIVITY					
F-1	Debt Service				
F-1.1	Principal				
F-1.2	Interest				
F-1.3	Fees				
F-2	TOTAL DEBT SERVICE	\$0	\$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	sales tax
G-4.3	Total Miscellaneous	

G-5 Total Forecasted Revenue

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$8,824	\$8,824	\$8,824	\$8,824
\$375	\$500	\$2,000	\$2,000
\$4,000	\$0	\$2,000	\$2,000
\$13,199	\$9,324	\$12,824	\$12,824
\$9,399	\$9,772	\$8,500	\$8,500
\$544	\$28,189	\$1,000	\$1,000
\$9,943	\$37,961	\$9,500	\$9,500
\$226,888	\$514,132	\$550,000	\$550,000
\$226,888	\$514,132	\$550,000	\$550,000
\$257	\$297	\$250	\$250
\$463	\$382	\$700	\$700
\$719	\$679	\$950	\$950
\$250,749	\$562,095	\$573,274	\$573,274

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
\$91,282	\$144,670	\$176,862	\$176,862
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$91,282	\$144,670	\$176,862	\$176,862
\$0	\$0	\$0	\$0
\$342,031	\$706,765	\$750,136	\$750,136

Final Budget

Weston County NRD

FYE June

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
\$134,312	\$100,848	\$65,464	\$65,464

Form approved by Department of Audit, Public Funds Division

NAME OF DISTRICT/BOARD**I-1 BUDGET MESSAGE**

WCNRD has continued to be very fiscally conservative. This year WCNRD is requesting \$65,464 about 60 percent of the total mill levy. This year WCNRD has budgeted for adding funds to WCNRD's emergency reserves. Also with changes at the federal level, WCNRD is providing our staff with healthcare so that they can comply with the Affordable Care Act. WCNRD is anticipating continued work on fire rehabilitation of the Oil Creek Fire as well as continued work on Mountain Pine Beetle epidemic. WCNRD has purchased a tree spade and thus has added funds to insurance and equipment maintenance.

Form approved by Department of Audit, Public Funds Division

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

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$13,199	\$9,324	\$12,824	\$12,824
\$9,943	\$37,961	\$9,500	\$9,500
\$226,888	\$514,132	\$550,000	\$550,000
\$719	\$679	\$950	\$950
\$91,282	\$144,670	\$176,862	\$176,862
\$0	\$0	\$0	\$0
\$342,031	\$706,765	\$750,136	\$750,136

Weston County NRD

FYE June

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

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$37,363	\$38,279	\$61,900	\$61,900
\$295,978	\$558,401	\$705,700	\$705,700
\$6,049	\$10,052	\$18,000	\$18,000
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$339,391	\$606,732	\$785,600	\$785,600

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	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****J-19 Total Reserves**

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$32,247	\$32,435	\$38,921	\$38,921
\$32,247	\$32,435	\$38,921	\$38,921
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$188	\$6,486	\$30,000	\$30,000
\$188	\$6,486	\$30,000	\$30,000
\$32,435	\$38,921	\$68,921	\$68,921
\$0	\$0	\$0	\$0
\$32,435	\$38,921	\$68,921	\$68,921

PREPARED BY: Jennifer Hinkhouse

DISTRICT ADDRESS: 1225 Washington Blvd. Suite 3
Newcastle, WY 82701

DISTRICT PHONE: (307)746-3264

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

NOTE: This page is intended for any additional information that you would like to keep for your records. This information will not be submitted along with the budget form.

Additional Comments

Final Budget

Weston County NRD
NAME OF DISTRICT/BOARD

10-Jun-14
DATE OF BUDGET HEARING

June

FYE

1225 Washington Blvd.

LOCATION OF BUDGET HEARING

3:00pm

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

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
\$339,391	\$606,732	\$785,600	\$785,600
\$188	\$6,486	\$30,000	\$30,000
\$342,031	\$706,765	\$750,136	\$750,136
-\$2,453	-\$93,547	\$65,464	\$65,464
\$134,312	\$100,848	\$65,464	\$65,464

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$134,312	\$100,848	\$65,464	\$65,464
\$0	\$0	\$0	\$0

Additional funding approved by:

County Commissioner

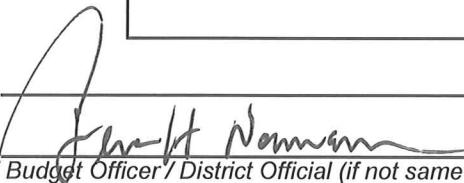
Date Approved

S-8

BUDGET MESSAGE

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

WCNRD has continued to be very fiscally conservative. This year WCNRD is requesting \$65,464 about 60 percent of the total mill levy. This year WCNRD has budgeted for adding funds to WCNRD's emergency reserves. Also with changes at the federal level, WCNRD is providing our staff with healthcare so that they can comply with the Affordable Care Act. WCNRD is anticipating continued work on fire rehabilitation of the Oil Creek Fire as well as continued work on Mountain Pine Beetle epidemic. WCNRD has purchased a tree spade and thus has added funds to insurance and equipment maintenance.


Budget Officer / District Official (if not same as "Submitted by")

Date adopted by Special District 6/10/2014

Weston County NRD

FYE June

Revised April 1, 2005