

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 *****
2. 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. 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. **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

<p>NAME OF DISTRICT/BOARD: Weston County Museum District</p>	<p>YOUR NAME: Bobbie Jo Stith</p>
<p>DISTRICT ADDRESS: PO Box 698 Newcastle WY 82701</p>	<p>HEARING DATE: 7.21.2014</p>
<p>DISTRICT PHONE: (307) 746-4188</p>	<p>LOCATION OF HEARING: Anna Miller Museum</p>
<p>FYE: 6/30/2015</p>	<p>TIME OF HEARING: 5:00 p.m.</p>

Final Budget

Weston County Museum District

FYE 6/30/2015

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. _____
 - 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
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0

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
\$54	\$54	\$0	\$0
\$0	\$0	\$0	\$0
\$54	\$54	\$0	\$0
\$0	\$54	\$0	\$0
\$0	\$54	\$0	\$0
\$54	\$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	\$20,000	\$20,000
\$0	\$0	\$20,000	\$20,000
\$0	\$0	\$20,000	\$20,000
\$0	\$54	\$0	\$0

A-4 TOTAL TO BE SPENT

Form approved by Department of Audit, Public Funds Division

NAME OF DISTRICT/BOARD

SCHEDULE B

DATA INPUT

ADMINISTRATION BUDGET

ACTIVITY

		Prior Year Actual	Current Year Estimated	Proposed Budget	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	<u>Director & Asst Directors</u>	\$82,501	\$76,396	\$82,500	\$82,500
B-1.6	<u>Board Recorder</u>	\$366	\$65	\$0	\$0
B-2	Board Expenses:				
B-2.1	Travel				
B-2.2	Mileage				
B-2.3	Other (Specify)				
B-2.4	<u>Board Expenses</u>	\$0	\$0	\$500	\$500
B-2.5					
B-3	Contractual Services:				
B-3.1	Legal				
B-3.2	Accounting/Auditing				
B-3.3	Other (Specify)				
B-3.4	<u>PF: Other</u>	\$200	\$120	\$500	\$500
B-3.5					
B-4	Other:				
B-4.1	Office Supplies	\$1,046	\$2,165	\$5,500	\$5,500
B-4.2	Office equipment, rent & repair	\$1,112	\$2,358	\$3,000	\$3,000
B-4.3	Education				
B-4.4	Registrations				
B-4.5	Other (Specify)				
B-4.6	<u>Staff Development</u>	\$2,052	\$1,763	\$3,000	\$3,000
B-4.7	<u>Other</u>	\$2,223	\$5,138	\$4,050	\$4,550
B-5	TOTAL ADMINISTRATION	\$89,500	\$88,005	\$99,050	\$99,550

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 _____
- 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 Archival
- C-3.2 Consumable Supplies
- C-3.3 Exhibits
- C-3.4 _____

C-4 Program Services (List):

- C-4.1 Ed Act & Programs
- C-4.2 _____
- C-4.3 _____
- C-4.4 _____

C-5 Contractual Arrangements (List):

- C-5.1 B&G: Rent
- C-5.2 _____
- C-5.3 _____
- C-5.4 _____

C-6 Other operations (Specify):

- C-6.1 Utilities
- C-6.2 B&G: Repairs & Maint
- C-6.3 Dues & Subscriptions
- C-6.4 Emergency Relief

C-7 TOTAL OPERATIONS

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$24,954	\$10,503	\$13,300	\$13,300
\$794	\$644	\$3,000	\$3,000
\$908	\$2,028	\$3,500	\$3,500
\$264	\$1,258	\$2,500	\$2,500
\$1,979	\$2,878	\$6,000	\$6,000
\$0	\$2,377	\$4,800	\$6,800
\$6,921	\$8,291	\$14,500	\$14,500
\$3,745	\$6,073	\$13,500	\$13,500
\$2,417	\$2,172	\$3,000	\$3,000
\$0	\$0	\$5,959	\$16,609
\$41,981	\$36,226	\$70,059	\$82,709

Form approved by Department of Audit, Public Funds Division

NAME OF DISTRICT/BOARD

SCHEDULE D

DATA INPUT

INDIRECT COSTS BUDGET

		ACTIVITY	Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
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		<u>Insurance & Bonds</u>	\$333	\$496	\$1,200	\$1,200
D-1.6						
D-2	Indirect payroll costs:					
D-2.1		FICA (Social Security) taxes	\$8,005	\$6,590	\$7,650	\$7,650
D-2.2		Workers Compensation	\$1,402	\$1,287	\$1,600	\$1,600
D-2.3		Unemployment Taxes	\$606	\$402	\$900	\$900
D-2.4		Retirement	\$5,881	\$5,169	\$6,500	\$6,500
D-2.5		Health Insurance	\$24,038	\$19,644	\$39,000	\$39,000
D-2.6		Other (Specify)				
D-3	Depreciation Expenses					
D-4	TOTAL INDIRECT COSTS		\$40,265	\$33,588	\$56,850	\$56,850

Form approved by Department of Audit, Public Funds Division

NAME OF DISTRICT/BOARD

SCHEDULE E

DATA INPUT

CAPITAL OUTLAY BUDGET

		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>B&G: New Equipment</u>
E-1.6		_____
E-2	TOTAL CAPITAL OUTLAY	

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$321	\$1,465	\$7,000	\$7,000
\$2,470	\$5,522	\$7,500	\$7,500
\$2,791	\$6,988	\$14,500	\$14,500

Form approved by Department of Audit, Public Funds Division

NAME OF DISTRICT/BOARD

SCHEDULE F

DATA INPUT

DEBT SERVICE BUDGET

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	\$0

Form approved by Department of Audit, Public Funds Division

NAME OF DISTRICT/BOARD

SCHEDULE G

DATA INPUT

CASH AND FORECASTED REVENUE

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 Other
 - G-4.3 Total Miscellaneous
- G-5 Total Forecasted Revenue**

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$1	\$1	\$1	\$1
\$405	\$1,044	\$0	\$0
\$406	\$1,045	\$1	\$1
\$406	\$1,045	\$1	\$1

- 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
\$53,119	\$67,001	\$77,658	\$87,808
\$0	\$0	\$0	\$0
\$54	\$54	\$0	\$0
\$54	\$54	\$0	\$0
\$53,065	\$66,947	\$77,658	\$87,808
\$0	\$0	\$0	\$0
\$53,471	\$67,992	\$77,659	\$87,809

Final Budget

Weston County Museum District

FYE 6/30/2015

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)

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$159,300	\$158,084	\$158,000	\$161,000
\$28,713	\$26,444	\$24,800	\$24,800

Form approved by Department of Audit, Public Funds Division

NAME OF DISTRICT/BOARD

I-1 BUDGET MESSAGE

The financial policies of the Weston County Museum District remain the same for Fiscal Year 2014-2015 as in years past. These policies include focusing attention on maintaining current personnel and facilities to effectively preserve the history of Weston County and our surrounding area. To that end, the Museum District has again this fiscal year, committed the majority of its funding to those categories. District Board Members and staff continually strive to improve the District's archives and work to upgrade equipment and facilities to better serve the public. This year's expenses show some increases in the areas of Utilities, Building & Grounds, Operating Supplies & Expenses, Insurance, Rent, etc. due to the new facility acquired to house the Upton Red Onion Museum. Again this year, we were able to fund our Emergency Relief expense line item that allows us to quickly address any unforeseen minor emergency conditions that might arise throughout the fiscal year that were not necessarily budgeted elsewhere. Additionally, we were able to establish a Cash Reserve fund this fiscal year. The Weston County Museum District formally requests one full mill funding, as even if it exceeds budgeted figures, any additional amounts will be carried forward and allocated to future expenditures; therefore allowing the District to offer its constituents a high level of service and quality museums while being fiscally conservative.

Final Budget

Weston County Museum District

7.21.2014

NAME OF DISTRICT/BOARD

DATE OF BUDGET HEARING

6/30/2015

Anna Miller Museum

5:00 p.m.

FYE

LOCATION OF BUDGET HEARING

TIME OF HEARING

FINAL BUDGET SUMMARY

	Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
S-1 Total Expenditures, Cash Requirements	\$174,537	\$164,806	\$240,459	\$253,609
S-2 Total to be added to Reserves	\$0	\$0	\$20,000	\$20,000
S-3 Total Cash and Forecasted Revenues	\$53,471	\$67,992	\$77,659	\$87,809
S-4 Additional Financial Support Required	\$121,067	\$96,815	\$182,800	\$185,800
S-5 Amount as approved by County Commissioners	\$188,014	\$184,528	\$182,800	\$185,800

Analysis of additional Financial Support Required:

	Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
S-6 Tax levy (for entities able to make levies)	\$159,300	\$158,084	\$158,000	\$161,000
S-7 Other County Support	\$28,713	\$26,444	\$24,800	\$24,800

Additional funding approved by:

County Commissioner

Date Approved _____

S-8 BUDGET MESSAGE

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

The financial policies of the Weston County Museum District remain the same for Fiscal Year 2014-2015 as in years past. These policies include focusing attention on maintaining current personnel and facilities to effectively preserve the history of Weston County and our surrounding area. To that end, the Museum District has again this fiscal year, committed the majority of its funding to those categories. District Board Members and staff continually strive to improve the District's archives and work to upgrade equipment and facilities to better serve the public. This year's expenses show some increases in the areas of Utilities, Building & Grounds, Operating Supplies & Expenses, Insurance, Rent, etc. due to the new facility acquired to house the Upton Red Onion Museum. Again this year, we were able to fund our Emergency Relief expense line item that allows us to quickly address any unforeseen minor emergency conditions that might arise throughout the fiscal year that were not necessarily budgeted elsewhere. Additionally, we were able to establish a Cash Reserve fund this fiscal year. The Weston County Museum District formally requests one full mill funding, as even if it exceeds budgeted figures, any additional amounts will be carried forward and allocated to future expenditures; therefore allowing the District to offer its constituents a high level of service and quality museums while being fiscally conservative.

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

Date adopted by Special District _____

Weston County Museum District
 NAME OF DISTRICT/BOARD

FYE 06/30/15

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
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$406	\$1,045	\$1	\$1
\$53,065	\$66,947	\$77,658	\$87,808
\$0	\$0	\$0	\$0
\$53,471	\$67,992	\$77,659	\$87,809

Weston County Museum District
 NAME OF DISTRICT/BOARD

FYE 06/30/15

ESTIMATED EXPENDITURES

J-8 Administration
 J-9 Operations
 J-10 Indirect Costs

Prior Year Actual	Current Year Estimated	Proposed Budget	Final Approval
\$89,500	\$88,005	\$99,050	\$99,550
\$41,981	\$36,226	\$70,059	\$82,709
\$40,265	\$33,588	\$56,850	\$56,850

J-11	Capital Outlay	\$2,791	\$6,988	\$14,500	\$14,500
J-12	Debt Service	\$0	\$0	\$0	\$0
J-13	Provision for Tax Shrinkage	\$0	\$0	\$0	\$0
J-14	Total Expenditures	\$174,537	\$164,806	\$240,459	\$253,609

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
\$54	\$54	\$0	\$0
\$0	\$0	\$0	\$0
\$54	\$54	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$0	\$0
\$0	\$0	\$20,000	\$20,000
\$0	\$0	\$20,000	\$20,000
\$54	\$54	\$20,000	\$20,000
\$0	\$54	\$0	\$0
\$54	\$0	\$20,000	\$20,000

PREPARED BY: Bobbie Jo Stith

DISTRICT ADDRESS: PO Box 698
Newcastle WY 82701

DISTRICT PHONE: (307) 746-4188

*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*