

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:	Hyattville Cemetery District	YOUR NAME:	Kristine Robertson
COUNTY:	Big Horn	HEARING DATE:	7/13/2015
DISTRICT ADDRESS:	PO Box 41	LOCATION OF HEARING:	Hyattville Community Center
City, State, Zip	Hyattville, WY 82428	TIME OF HEARING:	8 p.m.
DISTRICT PHONE:	307-469-2204		
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.

- 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 307-777-7798.

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

Hyattville Cemetery District
 NAME OF DISTRICT/BOARD

FYE 6/30/2016

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 Gas & Oil

C-3.2 Utilities

C-3.3 Advertising

C-3.4 Repairs & supplies

C-4 Program Services (List):

C-4.1 _____

C-4.2 _____

C-4.3 _____

C-4.4 _____

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 Herbicides

C-6.2 State Grant

C-6.3 _____

C-6.4 _____

C-7 TOTAL OPERATIONS

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$4,200	\$4,500	\$4,500	
\$200	\$200	\$200	
\$0	\$0	\$0	
\$231	\$200	\$200	
\$1,045	\$1,500	\$1,700	
\$56	\$100	\$100	
\$2,658	\$1,000	\$1,000	
\$40	\$40	\$40	
\$0	\$0	\$0	
\$8,430	\$7,540	\$7,740	

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Hyattville Cemetery District
 NAME OF DISTRICT/BOARD _____

FYE 6/30/2016

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

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Hyattville Cemetery District
 NAME OF DISTRICT/BOARD

FYE 6/30/2016

SCHEDULE G

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 _____
 - G-4.3 Other: Additional _____
 - G-4.4 Total Miscellaneous
- G-5 Total Forecasted Revenue**

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
	\$6,240	\$7,993	\$7,000	
	\$6,240	\$7,993	\$7,000	
	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$6,240	\$7,993	\$7,000	

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
	\$15,000	\$15,770	\$15,770	
			\$10,000	
	\$15,000	\$15,770	\$25,770	
	\$0	\$0	\$0	
	\$15,000	\$15,770	\$25,770	

G-7 OTHER RESERVE

- 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. _____
 - b. _____
 - c. _____
- G-7.5 TOTAL OTHER RESERVE OUTLAY (a+b+c)
- G-7.6 9 - Line 11)

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

G-8 EMERGENCY RESERVE (cash)

- 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
- G-8.4 Amount to be spent from Emergency Reserve (Cash)
- G-8.5 15 - Line 16)
- G-8.6 TOTAL TO BE SPENT

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

G-9 Total Estimated Cash and Investments on Hand (including any reserves listed above)

G-10 Deductions:

- G-10.1 a. Unpaid bills at FYE
- G-10.2 b. Reserves
- G-10.3 Total Deductions (a+b)

G-11 Estimated cash available

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 TCT sale - 10,000 to reserve
- G-12.4 _____
- G-12.5 _____
- G-12.6 Total Other Forecasted Revenue (a+b)

G-13 Total Cash Available and Forecasted Revenue

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$23,542	\$23,542	\$27,237	
		\$1,000	
\$15,000	\$15,770	\$25,770	
\$15,000	\$15,770	\$26,770	
\$8,542	\$7,772	\$467	
	\$5,426		
\$0	\$5,426	\$0	
\$14,782	\$21,191	\$7,467	

Proposed Budget

Hyattville Cemetery District
NAME OF DISTRICT/BOARD

FYE 6/30/2016

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)

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$6,235	\$8,065	\$6,500	

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Hyattville Cemetery District
NAME OF DISTRICT/BOARD

FYE 6/30/2016

I-1 BUDGET MESSAGE

The Hyattville Cemetery Board continues to be very conservative. We put monies in reserve saving for our big projects. When allowable we will expand our cemetery. Leveling and finding topsoil are on our list. We have always tried to keep our budget as low as possible, saving all our tax payers the extra burden.

This year our telephone cooperative opted to sell to a private company, the money our board received for this sale will be partially used for operating expenses in the next fiscal year plus part will be saved in the reserve account for the expansion of our cemetery when the design plan is complete.

Form approved by Department of Audit, Public Funds Division

Proposed Budget

Hyattville Cemetery District
NAME OF DISTRICT/BOARD

13-Jul-15
DATE OF BUDGET HEARING

6/30/2016
FISCAL YEAR ENDING

Hyattville Community Center
LOCATION OF BUDGET HEARING

8 p.m.
TIME OF HEARING

PROPOSED BUDGET SUMMARY

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
S-1 Total Expenditures, Cash Requirements	\$16,075	\$15,490	\$12,965	
S-2 Total to be added to Reserves	\$0	\$0	\$10,000	
S-3 Total Cash and Forecasted Revenues	\$14,782	\$21,191	\$7,467	
S-4 Additional Financial Support Required	\$1,293	\$0	\$15,498	
S-5 Amount as approved by County Commissioners	\$6,235	\$8,065	\$6,500	

Analysis of additional Financial Support Required:

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
S-6 Tax levy (for entities able to make levies)	\$6,235	\$8,065	\$6,500	
S-7 Other County Support	\$0	\$0	\$0	

Additional funding approved by:

County Commissioner

Date Approved _____

The Hyattville Cemetery Board continues to be very conservative. We put monies in reserve saving for our big projects. When allowable we will expand our cemetery. Leveling and finding topsoil are on our list. We have always tried to keep our budget as low as possible, saving all our tax payers the extra burden.

This year our telephone cooperative opted to sell to a private company, the money our board received for this sale will be partially used for operating expenses in the next fiscal year plus part will be saved in the reserve account for the expansion of our cemetery when the design plan is complete.

_____ *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**

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
\$6,240	\$7,993	\$7,000	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$0	\$0	\$0	
\$8,542	\$7,772	\$467	
\$0	\$5,426	\$0	
\$14,782	\$21,191	\$7,467	

ESTIMATED EXPENDITURES

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
J-8 Administration	\$1,338	\$1,200	\$900	
J-9 Operations	\$8,430	\$7,540	\$7,740	
J-10 Indirect Costs	\$1,642	\$1,750	\$1,825	
J-11 Capital Outlay	\$4,665	\$5,000	\$2,500	
J-12 Debt Service	\$0	\$0	\$0	
J-13 Provision for Tax Shrinkage	\$0	\$0	\$0	
J-14 Total Expenditures	\$16,075	\$15,490	\$12,965	

SUMMARY OF RESERVE FUNDS

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
J-15 Beginning Balance in Reserve Accounts				
J-15.1 a. Depreciation Reserve	\$15,000	\$15,770	\$15,770	
J-15.2 b. Other Reserve	\$0	\$0	\$0	
J-15.3 c. Emergency Reserve (Cash)	\$0	\$0	\$0	
J-15.4 Total Reserves (a+b+c)	\$15,000	\$15,770	\$15,770	
J-16 Amount to be added				
J-16.1 a. Depreciation Reserve	\$0	\$0	\$10,000	
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	\$10,000	
J-17 Subtotal	\$15,000	\$15,770	\$25,770	
J-18 Less Total to be spent	\$0	\$0	\$0	
J-19 Total Reserves	\$15,000	\$15,770	\$25,770	

PREPARED BY: Kristine Robertson

DISTRICT ADDRESS: PO Box 41
Hyattville, WY 82428

DISTRICT PHONE: 307-469-2204