

NAME OF DISTRICT/BOARD:	Greybull Recreation District	YOUR NAME:	Cynde M. Braten
COUNTY:	Big Horn	HEARING DATE:	7/15/2015
DISTRICT ADDRESS:	P O. Box 187	LOCATION OF HEARING:	High School Library, 732 N. 6TH St. Greybull, WY
City, State, Zip	Greybull, WY 82426	TIME OF HEARING:	8:00 p.m.
DISTRICT PHONE:	307-765-9575		
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.**
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.
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 AND to the Wyoming Department of Audit at  
[doa-pfd-web@wyo.gov](mailto: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.



**SCHEDULE C**

**OPERATIONS BUDGET**

**DATA INPUT**

ACTIVITY		2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
<b>C-1</b>	<b>Personnel Services:</b>				
C-1.1	Wages--Operations	\$11,425	\$4,026	\$8,000	\$21,000
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	R & M	\$1,948	\$5,042	\$4,000	\$4,000
C-3.2	Roller Rink Expenses	\$2,700	\$3,030	\$4,500	\$4,500
C-3.3	Supplies	\$3,081	\$1,522	\$4,000	\$2,000
C-3.4					
<b>C-4</b>	<b>Program Services (List):</b>				
C-4.1	League Support	\$3,500	\$2,500	\$4,000	\$4,000
C-4.2	Community Classes	\$10,821	\$10,907	\$12,000	\$12,800
C-4.3	Community Events	\$6,374	\$2,023	\$5,000	\$5,000
C-4.4	Intramurals	\$1,406	\$5,514	\$7,000	\$8,000
<b>C-5</b>	<b>Contractual Arrangements (List):</b>				
C-5.1	Sykes Grant Expenses	\$18,000	\$4,505	\$0	\$0
C-5.2	Rent	\$135	\$135	\$210	\$210
C-5.3					
C-5.4					
<b>C-6</b>	<b>Other operations (Specify):</b>				
C-6.1	Utilities	\$1,594	\$1,739	\$2,000	\$2,000
C-6.2	Interest	\$0	\$0	\$200	\$200
C-6.3	Hall Improvements	\$12,766	\$788	\$28,000	\$33,000
C-6.4	Misc.	\$0	\$0	\$300	\$600
<b>C-7</b>	<b>TOTAL OPERATIONS</b>	<b>\$73,750</b>	<b>\$41,731</b>	<b>\$79,210</b>	<b>\$97,310</b>

Form approved by Department of Audit, Public Funds Division



**SCHEDULE E**  
**CAPITAL OUTLAY BUDGET**

DATA INPUT

		ACTIVITY
<b>E-1</b>	<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		_____
<b>E-2</b>	<b>TOTAL CAPITAL OUTLAY</b>	

2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
\$1,737	\$0	\$991	\$8,470
\$1,737	\$0	\$991	\$8,470

*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**

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

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

**SCHEDULE G**

**DATA INPUT**

**FORECASTED REVENUE**

		2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
<b>G-1</b>	<b>Government Support</b>				
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	\$116,178	\$119,351	\$119,351	\$122,130
		\$116,178	\$119,351	\$119,351	\$122,130
<b>G-2</b>	<b>Operating Revenues</b>				
G-2.1	Customer Charges	\$26,764	\$29,231	\$28,000	\$27,600
G-2.2	Sales of Goods or Services	\$1,780	\$1,415	\$1,500	\$1,500
G-2.3	Other Assessments				
G-2.4	Total Operating Revenues	\$28,544	\$30,646	\$29,500	\$29,100
<b>G-3</b>	<b>Grants</b>				
G-3.1	Direct Federal Grants				
G-3.2	Federal Grants thru State Agencies				
G-3.3	Grants from State Agencies	\$18,000	\$4,505	\$0	\$0
G-3.4	Total Grants	\$18,000	\$4,505	\$0	\$0
<b>G-4</b>	<b>Miscellaneous:</b>				
G-4.1	Interest	\$106	\$0	\$0	\$50
G-4.2	Other: Specify	\$3,910	\$211	\$1,500	\$2,500
G-4.3	Other: Additional				
G-4.4	Total Miscellaneous	\$4,016	\$211	\$1,500	\$2,550
<b>G-5</b>	<b>Total Forecasted Revenue</b>	<b>\$166,738</b>	<b>\$154,713</b>	<b>\$150,351</b>	<b>\$153,780</b>

**G-6 DEPRECIATION (REPLACEMENT) RESERVE**

		2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
G-6.1	Balance in Reserve Account, <u>beginning of budget year</u>				
G-6.2	Amount to be added to the reserve				
G-6.3	SUB-TOTAL	\$0	\$0	\$0	\$0
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)	\$0	\$0	\$0	\$0
G-6.6	Account (Line 3 - Line 5)	\$0	\$0	\$0	\$0

- 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)

	\$0	\$0	\$0	\$0
				\$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
\$25,265	\$25,362	\$25,400	\$25,518
\$25,265	\$25,362	\$25,400	\$25,518
\$25,265	\$25,362	\$25,400	\$25,518
\$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 \_\_\_\_\_
- 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
\$93,587	\$75,362	\$75,400	\$97,460
\$25,265	\$25,362	\$25,400	\$25,518
\$25,265	\$25,362	\$25,400	\$25,518
\$68,322	\$50,000	\$50,000	\$71,942
			\$0
\$0	\$0	\$0	\$0
\$235,060	\$204,713	\$200,351	\$225,722

**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
\$116,178	\$119,351	\$119,351	\$122,130

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

6/30/2016High School Library, 732 N. 6TH St.  
Greybull, WY8:00 p.m

FISCAL YEAR ENDING

LOCATION OF BUDGET HEARING

TIME OF  
HEARING

## FINAL BUDGET SUMMARY

	2013-2014 Actual	2014-2015 Estimated	2015-2016 Proposed	Final Approval
S-1 Total Expenditures, Cash Requirements	\$167,815	\$134,602	\$200,351	\$224,730
S-2 Total to be added to Reserves	\$0	\$0	\$0	\$0
S-3 Total Cash and Forecasted Revenues	\$235,060	\$204,713	\$200,351	\$225,722
S-4 Additional Financial Support Required	\$0	\$0	\$0	\$0
S-5 Amount as approved by County Commissioners	\$116,178	\$119,351	\$119,351	\$122,130

## 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)	\$116,178	\$119,351	\$119,351	\$122,130
S-7 Other County Support	\$0	\$0	\$0	\$0

Additional funding approved by:

\_\_\_\_\_  
County Commissioner

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

**BUDGET MESSAGE**

The purpose of Greybull Recreation District is to provide safe, healthy, fun programs for all of the Community. There is programs available for people of all ages. The District's budget has no significate changes from last year. However, the District is planning on putting more improvements into the recreation hall this year.

*Shawn Richardson*

*Lisa J. Craft*

*Hanford*

*George*

*[Signature]*

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