

Proposed Budget

Cheyenne/Laramie County EMS Joint Powers Board	
Budget Hearing Information	
3962 Archer Parkway	Location: 3962 Archer Parkway
Cheyenne, WY 82009	Date: 6/13/2023
(307) 633-4336	Time: 1:30pm
Laramie County	Budget Prepared by: Beth Harris

S-A	BUDGET MESSAGE	W.S. 16-12-403 (c)
<p>This year's budget reflects the identification of monies passed through from our contract with American Medical Response (AMR) to reimburse the following: 1)Medical Direction 2) Contract Administration and 3) Dispatch Services. Funding received is also for board operations and system enhancements. Revenues received by the board are only obtained through the contract services with AMR as designed by the contract.</p>		

S-B	RESERVE DESCRIPTION
<p>The board has a set of funds reserved specifically for EMS enhancements only. Annually \$15,000 is added to it and any funds not used in this reserve roll over to the next fiscal year. The current reserve balance is \$52526.98. Reserve funds are kept within the same account as the primary funds. The board has only one account. Budget reports are given at each monthly meeting showing all account balances to include the reserve.</p>	

S-C		Does the district have regular office hours exceeding 20 hours per week?
Names of Board Members	Date of End of Term	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Jeanine West	1/1/24	<div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> W.S.16-12-303(c) requires special districts with office hours less than 20 per week to maintain copies of records at the county clerks office. Record format specified by county clerk. </div>
Josh Van Vlack	1/1/24	
John Kopper	1/1/24	
Jared Skagen	1/1/24	
Titus Norris	1/1/24	

Where are the minutes of your board meeting available for public review?
 They are available at the Cheyenne/Laramie County EMA, on their website, or by contacting any of the board members.

How and where are the notices of meeting posted for the public?
 Wyoming Tribune Eagle and the website

Where are the public meetings held?
 Cheyenne/Laramie County Emergency Management Agency

PROPOSED BUDGET SUMMARY

OVERVIEW		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-1	Total Budgeted Expenditures	\$323,800	\$302,247	\$310,860	\$310,860
S-2	Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3	Total Change to Restricted Funds	\$236	\$12,750	\$11,000	\$11,000
S-4	Total General Fund and Forecasted Revenues Available	\$445,846	\$444,713	\$452,717	\$452,717
S-5	<i>Amount requested from County Commissioners</i>	\$0	\$0	\$0	\$0
Additional Funding Needed :				\$0	\$0
Projected Surplus:				\$152,857	\$152,857

REVENUE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-7	Operating Revenues	\$0	\$0	\$0	\$0
S-8	Tax levy (From the County Treasurer)	\$0	\$0	\$0	\$0
S-9	Government Support	\$0	\$0	\$0	\$0
S-10	Grants	\$0	\$0	\$0	\$0
S-11	Other County Support (Not from Co. Treas.)	\$0	\$0	\$0	\$0
S-12	Miscellaneous	\$325,925	\$337,542	\$313,600	\$313,600
S-13	Other Forecasted Revenue	\$0	\$0	\$0	\$0
S-14	Total Revenue	\$325,925	\$337,542	\$313,600	\$313,600

FY 7/1/23-6/30/24 Cheyenne/Laramie County EMS Joint Powers Board

EXPENDITURE SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-15	Capital Outlay	\$0	\$0	\$0	\$0
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$818	\$728	\$2,130	\$2,130
S-18	Operations	\$308,217	\$299,269	\$304,730	\$304,730
S-19	Indirect Costs	\$0	\$0	\$0	\$0
S-20R	Expenditures paid by Reserves	\$14,764	\$2,250	\$4,000	\$4,000
S-20	Total Expenditures	\$323,800	\$302,247	\$310,860	\$310,860

DEBT SUMMARY		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
S-22	TOTAL GENERAL FUNDS	\$119,921	\$107,171	\$139,117	\$139,117

Summary of Reserve Funds

S-23	Beginning Balance in Reserve Accounts				
S-24	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-25	b. Reserves	\$39,541	\$39,777	\$52,527	\$52,527
S-26	c. Bond Funds	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$39,541	\$39,777	\$52,527	\$52,527
S-27	Amount to be added				
S-28	a. Sinking and Debt Service Funds	\$0	\$0	\$0	\$0
S-29	b. Reserves	\$15,000	\$15,000	\$15,000	\$15,000
S-30	c. Bond Funds	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$15,000	\$15,000	\$15,000	\$15,000
S-31	Subtotal	\$54,541	\$54,777	\$67,527	\$67,527
S-32	Less Total to be spent	\$14,764	\$2,250	\$4,000	\$4,000
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$39,777	\$52,527	\$63,527	\$63,527

End of Summary

Date adopted by Special District _____

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

DISTRICT ADDRESS: 3962 Archer Parkway
Cheyenne, WY 82009

PREPARED BY: Beth Harris

DISTRICT PHONE: _____ 3076334336

Proposed Budget

Cheyenne/Laramie County EMS Joint Powers Board
 NAME OF DISTRICT/BOARD

FYE 6/30/2024

PROPERTY TAXES AND ASSESSMENTS

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
R-1 Property Taxes and Assessments Received					
R-1.1 Tax Levy (From the County Treasurer)	4001				
R-1.2 Other County Support (see note on the right)	4005				

FORECASTED REVENUE

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
R-2 Revenues from Other Governments					
R-2.1 State Aid	4211				
R-2.2 Additional County Aid (non-treasurer)	4237				
R-2.3 City (or Town) Aid	4237				
R-2.4 Other (Specify)	4237				
R-2.5 Total Government Support		\$0	\$0	\$0	\$0
R-3 Operating Revenues					
R-3.1 Customer Charges	4300				
R-3.2 Sales of Goods or Services	4300				
R-3.3 Other Assessments	4503				
R-3.4 Total Operating Revenues		\$0	\$0	\$0	\$0
R-4 Grants					
R-4.1 Direct Federal Grants	4201				
R-4.2 Federal Grants thru State Agencies	4201				
R-4.3 Grants from State Agencies	4211				
R-4.4 Total Grants		\$0	\$0	\$0	\$0
R-5 Miscellaneous Revenue					
R-5.1 Interest	4501	\$12	\$625	\$600	\$600
R-5.2 Other: Specify <u>AMR Contract Fees</u>	4500	\$325,913	\$336,917	\$313,000	\$313,000
R-5.3 Other: Additional _____					
R-5.4 Total Miscellaneous		\$325,925	\$337,542	\$313,600	\$313,600
R-5.5 Total Forecasted Revenue		\$325,925	\$337,542	\$313,600	\$313,600
R-6 Other Forecasted Revenue					
R-6.1 a. Other past due as estimated by Co. Treas.	4004				
R-6.2 b. Other forecasted revenue (specify):					
R-6.3 _____	4500				
R-6.4 _____	4500				
R-6.5 _____					
R-6.6 Total Other Forecasted Revenue (a+b)		\$0	\$0	\$0	\$0

Proposed Budget

NAME OF DISTRICT/BOARD

CAPITAL OUTLAY BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
E-1 Capital Outlay					
E-1.1 Real Property	6201				
E-1.2 Vehicles	6210				
E-1.3 Office Equipment	6211				
E-1.4 Other (Specify)					
E-1.5 _____	6200				
E-1.6 _____	6200				
E-1.7 _____					
E-1.8 TOTAL CAPITAL OUTLAY		\$0	\$0	\$0	\$0

ADMINISTRATION BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
E-2 Personnel Services					
E-2.1 Administrator	7002				
E-2.2 Secretary	7003				
E-2.3 Clerical	7004				
E-2.4 Other (Specify)					
E-2.5 _____	7005				
E-2.6 _____	7005				
E-2.7 _____					
E-3 Board Expenses					
E-3.1 Travel	7011	\$0	\$0	\$1,000	\$1,000
E-3.2 Mileage	7012				
E-3.3 Other (Specify)					
E-3.4 _____	7013				
E-3.5 _____	7013				
E-3.6 _____					
E-4 Contractual Services					
E-4.1 Legal	7021				
E-4.2 Accounting/Auditing	7022	\$11	\$13	\$30	\$30
E-4.3 Other (Specify)					
E-4.4 _____	7023				
E-4.5 _____	7023				
E-4.6 _____					
E-5 Other Administrative Expenses					
E-5.1 Office Supplies	7031	\$367	\$582	\$500	\$500
E-5.2 Office equipment, rent & repair	7032				
E-5.3 Education	7033				
E-5.4 Registrations	7034				
E-5.5 Other (Specify)					
E-5.6 Legal Advertising	7035	\$440	\$133	\$600	\$600
E-5.7 _____	7035				
E-5.8 _____					
E-6 TOTAL ADMINISTRATION		\$818	\$728	\$2,130	\$2,130

Proposed Budget

OPERATIONS BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
E-7 Personnel Services					
E-7.1 Wages--Operations	7202				
E-7.2 Service Contracts	7203				
E-7.3 Other (Specify)					
E-7.4 _____	7204				
E-7.5 _____	7204				
E-7.6 _____					
E-8 Travel					
E-8.1 Mileage	7211				
E-8.2 Other (Specify)					
E-8.3 _____	7212				
E-8.4 _____	7212				
E-8.5 _____					
E-9 Operating supplies (List)					
E-9.1 Printing & Copying	7220	\$0	\$0	\$700	\$700
E-9.2 Meeting Expenses	7220	\$218	\$206	\$1,000	\$1,000
E-9.3 Postage	7220	\$0	\$13	\$30	\$30
E-9.4 _____	7220				
E-9.5 _____					
E-10 Program Services (List)					
E-10.1 _____	7230				
E-10.2 _____	7230				
E-10.3 _____	7230				
E-10.4 _____	7230				
E-10.5 _____					
E-11 Contractual Arrangements (List)					
E-11.1 Medical Director	7400	\$70,000	\$65,833	\$60,000	\$60,000
E-11.2 Contract Admin	7400	\$70,000	\$65,217	\$73,000	\$73,000
E-11.3 Dispatch Services	7400	\$168,000	\$168,000	\$168,000	\$168,000
E-11.4 _____	7400				
E-11.5 _____					
E-12 Other operations (Specify)					
E-12.1 Training	7450	\$0	\$0	\$1,500	\$1,500
E-12.2 Professional Services	7450	\$0	\$0	\$500	\$500
E-12.3 _____	7450				
E-12.4 _____	7450				
E-12.5 _____					
E-13 TOTAL OPERATIONS		\$308,217	\$299,269	\$304,730	\$304,730

Proposed Budget

INDIRECT COSTS BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
E-14 Insurance					
E-14.1 Liability	7502				
E-14.2 Buildings and vehicles	7503				
E-14.3 Equipment	7504				
E-14.4 Other (Specify)					
E-14.5 _____	7505				
E-14.6 _____	7505				
E-14.7 _____					
E-15 Indirect payroll costs:					
E-15.1 FICA (Social Security) taxes	7511				
E-15.2 Workers Compensation	7512				
E-15.3 Unemployment Taxes	7513				
E-15.4 Retirement	7514				
E-15.5 Health Insurance	7515				
E-15.6 Other (Specify)					
E-15.7 _____	7516				
E-15.8 _____	7516				
E-15.9 _____					
E-17 TOTAL INDIRECT COSTS		\$0	\$0	\$0	\$0

DEBT SERVICE BUDGET

	DOA Chart of Accounts	2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
D-1 Debt Service					
D-1.1 Principal	6401				
D-1.2 Interest	6410				
D-1.3 Fees	6420				
D-2 TOTAL DEBT SERVICE		\$0	\$0	\$0	\$0

Proposed Budget

GENERAL FUNDS

		End of Year	Beginning	Beginning	
		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
C-1	Balances at Beginning of Fiscal Year	DOA Chart of Accounts			
C-1.1	General Fund Checking	1010	\$119,921	\$119,921	\$139,117
C-1.2	Savings and Investments	1040	\$0		
C-1.3	General Fund CD Balance	1050	\$0		
C-1.4	All Other Funds	1020	\$0		
C-1.5	Reserves (From Below)		\$39,777	\$39,777	\$63,527
C-1.6	Total Estimated Cash and Investments on Hand		\$159,698	\$159,698	\$202,644
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE	2010			
C-2.2	b. Reserves		\$39,777	\$52,527	\$63,527
C-2.3	Total Deductions (a+b)		\$39,777	\$52,527	\$63,527
C-2.4	Estimated Non-Restricted Funds Available		\$119,921	\$107,171	\$139,117

	DOA Chart of Accounts
SINKING & DEBT SERVICE FUNDS	1070

		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
C-3	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-3.1	<i>Date of Reserve Approval in Minutes:</i>				
C-3.2	Amount to be added to the reserve				
C-3.3	<i>Date of Reserve Approval in Minutes:</i>				
C-3.4	SUB-TOTAL	\$0	\$0	\$0	\$0
C-3.5	Identify the amount and project to be spent				
C-3.6	a. _____				
C-3.7	b. _____				
C-3.8	c. _____				
C-3.9	<i>Date of Reserve Approval in Minutes:</i>				
C-3.10	TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-3.11	Balance to be retained	\$0	\$0	\$0	\$0
C-3.12					

	DOA Chart of Accounts
RESERVES	1090

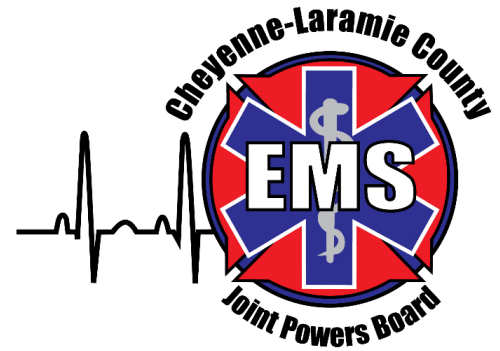
		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
C-4	Beginning Balance in Reserve Account (end of previous year)	\$39,541	\$39,777	\$52,527	\$52,527
C-4.1	<i>Date of Reserve Approval in Minutes:</i> Annual per Contract				
C-4.2	Amount to be added to the reserve	\$15,000	\$15,000	\$15,000	\$15,000
C-4.3	<i>Date of Reserve Approval in Minutes:</i> Annual per Contract				
C-4.4	SUB-TOTAL	\$54,541	\$54,777	\$67,527	\$67,527
C-4.5	Identify the amount and project to be spent				
C-4.6	a. ACID Remap	\$2,250	\$2,250	\$4,000	\$4,000
C-4.7	b. ALTO Project Funding	\$12,514			
C-4.8	c. _____				
C-4.9	<i>Date of Reserve Approval in Minutes:</i>				
C-4.10	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$14,764	\$2,250	\$4,000	\$4,000
C-4.11	Balance to be retained	\$39,777	\$52,527	\$63,527	\$63,527
C-4.12					

	DOA Chart of Accounts
BOND FUNDS	1060

		2021-2022 Actual	2022-2023 Estimated	2023-2024 Proposed	Pending Approval
C-5	Beginning Balance in Reserve Account (end of previous year)		\$0	\$0	
C-5.1	<i>Date of Reserve Approval in Minutes:</i>				
C-5.2	Amount to be added to the reserve				
C-5.3	<i>Date of Reserve Approval in Minutes:</i>				
C-5.4	SUB-TOTAL	\$0	\$0	\$0	\$0
C-5.5	Identify the amount and project to be spent				
C-5.6	<i>Date of Reserve Approval in Minutes:</i>				
C-5.7	Balance to be retained	\$0	\$0	\$0	\$0
C-5.8					
C-5.9	TOTAL TO BE SPENT	\$14,764	\$2,250	\$4,000	\$4,000

Cheyenne / Laramie County Emergency Medical Services Joint Powers Board

3962 Archer Parkway
Cheyenne, WY 82001



LEGAL NOTICE

Notice of Annual Meeting for Cheyenne/Laramie County EMS Joint Powers Board

A public meeting will be held on June 13, 2023 at 1:30pm at the Cheyenne/Laramie County Emergency Management Office, 3962 Archer Parkway, Cheyenne, WY 82009. The meeting will be to discuss and adopt the proposed Fiscal Year 2024 budget for the Cheyenne/Laramie County Emergency Medical Services Joint Powers Board. All interested citizens are encouraged to attend and comment.

Proposed Appropriations

Accounting/Auditing	\$ 30.00
Legal Advertising	\$ 600.00
Meeting Expenses	\$ 1,000.00
Postage, Mailing Service	\$ 30.00
Printing and Copying	\$ 700.00
Professional Services	\$ 500.00
Supplies	\$ 500.00
Training	\$ 1,500.00
Travel	\$ 1,000.00
Equipment Reserve	\$52,527
Remaining Account Balance	\$86,590 (Estimated)
Admin Reimbursements/Pass through Funds	\$301,000
Total Appropriations	\$306,860.00

This information is available in alternative forms. If reasonable accommodations are required, please contact:

Cheyenne/Laramie County Emergency Management Agency
3962 Archer Parkway
Cheyenne, WY 82009
(307) 633-4336
(307) 633-4337 (fax)
LCEMA@laramiecountywy.gov