
Final Budget

3/11/16

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 the Budget Summary sheet (Name, County, District address, District phone, FYE, Your name, Date, Location, and Time of Budget Hearing).
You cannot enter data into cells shaded in gray as they are automatic totals.
2. Choose, in the drop-down box at the top 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 crossed out.**
3. In places you are asked to identify a specific item, please describe it in detail.
4. For EACH budget form prepared (Proposed or Final) you will click the "Create a PDF" button on the Budget Summary page. This will save a copy of the budget in your folder in .pdf format. The saved copy of the budget will then need to be submitted via email to your county government AND to the Wyoming Department of Audit at doa-pfd-web@wyo.gov
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 number of pages has been reduced to Revenue, Expenditures, and Cash & Investments.
2. There is an option to amend the budget during the year if necessary.

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.

Final Budget

Eastern Laramie County Solid Waste Disposal District	
Budget Hearing Information	
P.O. Box 310	Location: 4990 CR. 216
Burns, Wyoming 82053	Date: 7/20/2016
307-547-3791	Time: 7:00 PM
Laramie	Budget Prepared by: Nancy McDonald

S-1	BUDGET MESSAGE	W.S. 16-4-104(d)
<p>The sum of \$2,486,409.00 is appropriated for operating expenses during the Fiscal Year 2016/2017. The total was appropriated after reviewing all anticipated income of \$887,600.00 to collect the full mill levy and approving the following budgets for operations: Monies being set aside for the 2016/2017 D-Cell Lining and Leachate Ponds that are forecast to cost \$1,500,000.00 and a restricted State Guarantee Trust Account Closure & Post Closure that has to have monies placed into each year.</p>		

FINAL BUDGET SUMMARY

OVERVIEW	2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
S-1 Total Budgeted Expenditures	\$566,084	\$466,253	\$657,617	\$657,617
S-2 Total Principal to Pay on Debt	\$0	\$0	\$0	\$0
S-3 Total to be added to Restricted Funds	\$0	\$20,000	\$10,000	\$10,000
S-4 Total General Fund and Forecasted Revenues	\$2,100,022	\$2,431,095	\$2,466,409	\$2,486,409
S-5 Amount requested from County Commissioners	\$382,206	\$604,087	\$630,000	\$630,000
S-6 Additional Funding Needed :			\$0	\$0

Eastern Laramie County Solid Waste Disposal District

REVENUE SUMMARY	2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
S-7 Operating Revenues	\$281,703	\$182,306	\$190,600	\$210,600
S-8 Tax levy (From the County Treasurer)	\$382,206	\$540,869	\$562,000	\$562,000
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	\$63,218	\$68,000	\$68,000
S-12 Miscellaneous	\$50,307	\$45,893	\$47,000	\$47,000
S-13 Other Forecasted Revenue	\$0	\$0	\$0	\$0
S-14 Total Revenue	\$714,216	\$832,286	\$867,600	\$887,600

FY 7/1/17-6/30/18

EXPENDITURE SUMMARY		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
S-15	Capital Outlay	\$208,792	\$78,655	\$0	\$0
S-16	Interest and Fees On Debt	\$0	\$0	\$0	\$0
S-17	Administration	\$112,027	\$133,342	\$151,000	\$151,000
S-18	Operations	\$177,093	\$181,273	\$423,717	\$423,717
S-19	Indirect Costs	\$68,172	\$72,983	\$82,900	\$82,900
S-20	Total Expenditures	\$566,084	\$466,253	\$657,617	\$657,617

DEBT SUMMARY		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
S-21	Principal Paid on Debt	\$0	\$0	\$0	\$0

CASH AND INVESTMENTS		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
S-22	TOTAL GENERAL FUNDS	\$1,385,806	\$1,598,809	\$1,598,809	\$1,598,809

Summary of Reserve Funds

S-23	Beginning Balance in Reserve Accounts				
S-24	a. Depreciation Reserve	\$0	\$0	\$0	\$0
S-25	b. Other Reserve	\$50,000	\$50,000	\$70,000	\$70,000
S-26	c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	Total Reserves (a+b+c)	\$50,000	\$50,000	\$70,000	\$70,000
S-27	Amount to be added				
S-28	a. Depreciation Reserve	\$0	\$0	\$0	\$0
S-29	b. Other Reserve	\$0	\$20,000	\$10,000	\$10,000
S-30	c. Emergency Reserve (Cash)	\$0	\$0	\$0	\$0
	Total to be added (a+b+c)	\$0	\$20,000	\$10,000	\$10,000
S-31	Subtotal	\$50,000	\$70,000	\$80,000	\$80,000
S-32	Less Total to be spent	\$0	\$0	\$0	\$0
S-33	TOTAL RESERVES AT END OF FISCAL YEAR	\$50,000	\$70,000	\$80,000	\$80,000

End of Summary

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

Date adopted by Special District 7/20/2016

DISTRICT ADDRESS: P.O. Box 310
Burns, Wyoming 82053

PREPARED BY: Nancy McDonald

DISTRICT PHONE: 307-547-3791

Prepared in compliance with the Uniform Municipal Fiscal Procedures Act (W.S. 16-4-101 through 124) as it applies.

Form approved by Wyoming Department of Audit, Public Funds Division

Final Budget

Eastern Laramie County Solid Waste Disposal District
NAME OF DISTRICT/BOARD

FYE 6/30/2018

PROPERTY TAXES AND ASSESSMENTS

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
R-1	Property Taxes and Assessments Received				
R-1.1	Tax Levy (From the County Treasurer)	\$382,206	\$540,869	\$562,000	\$562,000
R-1.2	Other County Support		\$63,218	\$68,000	\$68,000

FORECASTED REVENUE

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
R-2	Revenues from Other Governments				
R-2.1	State Aid				
R-2.2	Additional County Aid (non-treasurer)				
R-2.3	City (or Town) Aid				
R-2.4	Other (Specify)				
R-2.5	Total Government Support	\$0	\$0	\$0	\$0
R-3	Operating Revenues				
R-3.1	Customer Charges	\$281,703	\$181,728	\$190,000	\$210,000
R-3.2	Sales of Goods or Services		\$578	\$600	\$600
R-3.3	Other Assessments				
R-3.4	Total Operating Revenues	\$281,703	\$182,306	\$190,600	\$210,600
R-4	Grants				
R-4.1	Direct Federal Grants				
R-4.2	Federal Grants thru State Agencies				
R-4.3	Grants from State Agencies				
R-4.4	Total Grants	\$0	\$0	\$0	\$0
R-5	Miscellaneous Revenue				
R-5.1	Interest	\$2,343	\$3,813	\$4,000	\$4,000
R-5.2	Other: Specify <u>6% Monies 544H Loader</u>	\$47,964	\$42,080	\$43,000	\$43,000
R-5.3	Other: Additional				
R-5.4	Total Miscellaneous	\$50,307	\$45,893	\$47,000	\$47,000
R-5.5	Total Forecasted Revenue	\$332,010	\$228,199	\$237,600	\$257,600
R-6	Other Forecasted Revenue				
R-6.1	a. Other past due-as estimated by Co. Treas.				
R-6.2	b. Other forecasted revenue (specify):				
R-6.3	_____				
R-6.4	_____				
R-6.5	_____				
R-6.6	Total Other Forecasted Revenue (a+b)	\$0	\$0	\$0	\$0

Final Budget

Eastern Laramie County Solid Waste Disposal District
NAME OF DISTRICT/BOARD

FYE 6/30/2018

CAPITAL OUTLAY BUDGET

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	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	<u>John Deere Dozer</u>	\$208,792	\$0	\$0	
E-1.6	<u>2016 Ford F750 Truck</u>		\$78,655	\$0	
E-1.7					
E-1.8	TOTAL CAPITAL OUTLAY	\$208,792	\$78,655	\$0	\$0

ADMINISTRATION BUDGET

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
E-2	Personnel Services				
E-2.1	Administrator				
E-2.2	Secretary	\$64,500	\$69,882	\$70,000	\$70,000
E-2.3	Clerical				
E-2.4	Other (Specify)				
E-2.5	<u>Office in Progress Remoc</u>		\$16,434	\$20,000	\$20,000
E-2.6	<u>Utilities & Advertising</u>	\$12,955	\$11,201	\$15,000	\$15,000
E-2.7					
E-3	Board Expenses				
E-3.1	Travel				
E-3.2	Mileage	\$2,580	\$2,125	\$3,000	\$3,000
E-3.3	Other (Specify)				
E-3.4					
E-3.5					
E-3.6					
E-4	Contractual Services				
E-4.1	Legal				
E-4.2	Accounting/Auditing	\$111	\$150	\$3,000	\$3,000
E-4.3	Other (Specify)				
E-4.4	<u>Ladfill Permits & DEQ Anr</u>	\$4,977	\$4,816	\$6,000	\$6,000
E-4.5	<u>Mointor Well Testing</u>	\$21,115	\$21,265	\$25,000	\$25,000
E-4.6					
E-5	Other Administrative Expenses				
E-5.1	Office Supplies	\$5,789	\$6,910	\$7,500	\$7,500
E-5.2	Office equipment, rent & repair				
E-5.3	Education				
E-5.4	Registrations				
E-5.5	Other (Specify)				
E-5.6	<u>Mileage</u>	\$0	\$559	\$1,500	\$1,500
E-5.7					
E-5.8					
E-6	TOTAL ADMINISTRATION	\$112,027	\$133,342	\$151,000	\$151,000

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Eastern Laramie County Solid Waste Disposal District

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OPERATIONS BUDGET

			2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
E-7	Personnel Services					
E-7.1	Wages--Operations		\$101,973	\$118,863	\$128,000	\$128,000
E-7.2	Service Contracts					
E-7.3	Other (Specify)					
E-7.4	_____					
E-7.5	_____					
E-7.6	_____					
E-8	Travel					
E-8.1	Mileage					
E-8.2	Other (Specify)					
E-8.3	_____					
E-8.4	_____					
E-8.5	_____					
E-9	Operating supplies (List)					
E-9.1	Fuel, Grease, Oil, Filters		\$19,824	\$15,020	\$25,000	\$25,000
E-9.2	Maint Repairs Equip		\$19,702	\$8,138	\$25,000	\$25,000
E-9.3	Shop Supplies		\$984	\$1,019	\$2,000	\$2,000
E-9.4	_____					
E-9.5	_____					
E-10	Program Services (List)					
E-10.1	Seminars/Conference		\$0	\$0	\$800	\$800
E-10.2	_____					
E-10.3	_____					
E-10.4	_____					
E-10.5	_____					
E-11	Contractual Arrangements (List)					
E-11.1	Building & Prop Maint		\$16,600	\$1,398	\$3,000	\$3,000
E-11.2	Road Base		\$8,010	\$0	\$5,000	\$5,000
E-11.3	Strom Water /Cell Cap		\$10,000	\$36,835		
E-11.4	_____					
E-11.5	_____					
E-12	Other operations (Specify)					
E-12.1	Cell "D" Lining		\$0	\$0	\$29,917	\$29,917
E-12.2	Leachade Ponds		\$0	\$0	\$205,000	\$205,000
E-12.3	_____					
E-12.4	_____					
E-12.5	_____					
E-13	TOTAL OPERATIONS		\$177,093	\$181,273	\$423,717	\$423,717

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Eastern Laramie County Solid Waste Disposal District

FYE 6/30/2018

INDIRECT COSTS BUDGET

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
E-14	Insurance				
E-14.1	Liability	\$2,093	\$2,556	\$2,800	\$2,800
E-14.2	Buildings and vehicles	\$2,093	\$2,556	\$2,800	\$2,800
E-14.3	Equipment	\$2,093	\$2,556	\$2,800	\$2,800
E-14.4	Other (Specify)				
E-14.5	_____				
E-14.6	_____				
E-14.7	_____				
E-15	Indirect payroll costs:				
E-15.1	FICA (Social Security) taxes	\$13,651	\$14,439	\$16,000	\$16,000
E-15.2	Workers Compensation	\$3,399	\$3,789	\$4,100	\$4,100
E-15.3	Unemployment Taxes	\$335	\$255	\$400	\$400
E-15.4	Retirement	\$24,806	\$26,697	\$28,000	\$28,000
E-15.5	Health Insurance	\$19,702	\$20,135	\$26,000	\$26,000
E-15.6	Other (Specify)				
E-15.7	_____				
E-15.8	_____				
E-15.9	_____				
E-16	Depreciation Expenses				
E-17	TOTAL INDIRECT COSTS	\$68,172	\$72,983	\$82,900	\$82,900

DEBT SERVICE BUDGET

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
D-1	Debt Service				
D-1.1	Principal				
D-1.2	Interest				
D-1.3	Fees				
D-2	TOTAL DEBT SERVICE	\$0	\$0	\$0	\$0

Final Budget

Eastern Laramie County Solid Waste Disposal District
NAME OF DISTRICT/BOARD

FYE 6/30/2018

GENERAL FUNDS

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
C-1	Balances at End of Fiscal Year				
C-1.1	General Fund Checking Account Balance	\$158,739	\$183,983	\$183,983	\$183,983
C-1.2	Savings and Investments Account Balance	\$1,226,467	\$1,414,226	\$1,414,226	\$1,414,226
C-1.3	General Fund CD Balance				
C-1.4	All Other Funds	\$600	\$600	\$600	\$600
C-1.5	Reserves (From Below)	\$50,000	\$70,000	\$80,000	\$80,000
C-1.6	Total Estimated Cash and Investments on Hand	\$1,435,806	\$1,668,809	\$1,678,809	\$1,678,809
C-2	General Fund Reductions:				
C-2.1	a. Unpaid bills at FYE	\$37,975	\$77,694	\$77,694	\$77,694
C-2.2	b. Reserves	\$50,000	\$70,000	\$80,000	\$80,000
C-2.3	Total Deductions (a+b)	\$87,975	\$147,694	\$157,694	\$157,694
C-2.4	Estimated Non-Restricted Funds Available	\$1,347,831	\$1,521,115	\$1,521,115	\$1,521,115

DEPRECIATION RESERVE (CAPITAL OUTLAY - REPLACEMENT)

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
C-3					
C-3.1	Balance in Reserve Account, end of previous fiscal year.	\$0	\$0	\$0	
C-3.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.3	Amount to be added to the reserve				
C-3.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.5	SUB-TOTAL	\$0	\$0	\$0	\$0
C-3.6	Identify the amount to be spent from "Reserve for Capital Outlay"				
C-3.7	a. _____				
C-3.8	b. _____				
C-3.9	c. _____				
C-3.10	<i>Date of Reserve Approval in Minutes:</i> _____				
C-3.11	TOTAL CAPITAL OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-3.12	Account (Line 3 - Line 5)	\$0	\$0	\$0	\$0

OTHER RESTRICTED FUND BALANCES - RESERVE (LEGALLY ENFORCED)

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
C-4					
C-4.1	Balance in Reserve Account, beginning of budget year	\$50,000	\$50,000	\$70,000	\$70,000
C-4.2	<i>Date of Reserve Approval in Minutes:</i> 12/16/2014				
C-4.3	Amount to be added to the reserve		\$20,000	\$10,000	\$10,000
C-4.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.5	SUB-TOTAL	\$50,000	\$70,000	\$80,000	\$80,000
C-4.6	"Other Reserves"				
C-4.7	a. _____				
C-4.8	b. _____				
C-4.9	c. _____				
C-4.10	<i>Date of Reserve Approval in Minutes:</i> _____				
C-4.11	TOTAL OTHER RESERVE OUTLAY (a+b+c)	\$0	\$0	\$0	\$0
C-4.12	9 - Line 11)	\$50,000	\$70,000	\$80,000	\$80,000

ASSIGNED FUND BALANCE (EMERGENCY RESERVE - NOT COMMITTED)

		2015-2016 Actual	2016-2017 Estimated	2017-2018 Proposed	Final Approval
C-5					
C-5.1	Balance in Reserve Account, beginning of budget year				
C-5.2	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.3	Amount to be added to the reserve				
C-5.4	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.5	SUB-TOTAL	\$0	\$0	\$0	\$0
C-5.6	Amount to be spent from Emergency Reserve (Cash)				
C-5.7	<i>Date of Reserve Approval in Minutes:</i> _____				
C-5.8	Balance to be retained in Assigned Fund Balance	\$0	\$0	\$0	\$0
C-5.9	TOTAL TO BE SPENT	\$0	\$0	\$0	\$0

CONTENTS

Instructions

Budget Summary

Revenue

Expenditures

Cash & Investments

Additional Details

Notes

Notes and Workspace

This page is for any additional information and calculations that you would keep for your records.

This worksheet will not be submitted with the budget form.

Id like to